



# Administration and Finance Committee Minutes

April 4, 2024

4:00 PM

\*Hybrid meeting\*

Virtual/Council Chambers

Commence: 4:00 PM

Adjourn: 4:23 PM

Committee Members:	Present	Excused	Unexcused
Councilmember Senayet Negusse, Chair	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Deputy Mayor Iris Guzmán	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember Joe Vinson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Council Members Present: Mayor Mohammad Egal sitting in for Councilmember Senayet Negusse, Chair and Peter Kwon

Staff Coordinator: Gwen Pilo, Finance & Systems Director

1. Call to Order	<i>Deputy Mayor Iris Guzmán called the meeting to order at 4:00 PM.</i>
2. Public Comment	<i>None.</i>
3. Review of the Minutes	<p><input checked="" type="checkbox"/> Recommended for Approval</p> <p><i>A copy of the 03/07/2024 minutes were provided to the committee for review. The committee approved the minutes as presented.</i></p>
4. Council/City Manager Travel Approval	<p><input checked="" type="checkbox"/> Recommended for Approval</p> <p><i>Lesia Ellis, Executive Assistant, presented the following items for approval:</i></p> <p><i>Approval of Expenses:</i></p> <p style="margin-left: 20px;">1. <i>Expenses for James W. Lovell</i>  <i>National League of Cities City Summit</i>  <i>Lodging: \$1,553.72</i>  <i>Meals: \$355.50</i>  <i>Transportation: \$91.35</i>  <i>Total: \$2,000.57</i></p> <p style="text-align: right;"><i>The committee approved the travel expenses.</i></p>

5. Vacant Positions Update	<input checked="" type="checkbox"/> Presentation Only Maria Woods, Senior Human Resources Analyst, presented a report on the current vacancies as of March 01, 2024.
6. Surplus City Property/Asset Disposal	<input checked="" type="checkbox"/> Recommendation to Consent Agenda Gwen Pilo, Director of Finance, presented a proposal to the committee to declare listed city property items surplus and authorize Department Heads to dispose of surplus equipment. The committee recommended this item be placed on the April 23, 2024, consent agenda.
7. February Investment Report	<input checked="" type="checkbox"/> Presentation Only Gwen Pilo, Director of Finance, presented the February 2024 Portfolio Analysis Report.
8. Adjourn	<i>Deputy Mayor Iris Guzmán adjourned the meeting at 4:23 PM.</i>

## Pre-approval or final approval of City Council and City Manager travel related expenses

**May 2, 2024**

### Approval of Expenses

#### **NLC Congressional Cities Conference**

Washington, DC, March 9-13, 2024

Two councilmembers including in the 2024 Council Budget Worksheet

Approved	Expenses
	Peter Kwon \$2,029.94 Documentation: Trip Report Travel Accounting Form Claim for Expenses Form

Pre-Approval and expense approval (done via email due to conference registration  
and room blocks opening in April)

Association of Washington Cities Annual Conference

Vancouver, WA, June 18 – 21, 2024

Approved	Estimates
	Joe Vinson \$1,682.06 Documentation: Travel Authorization Form Travel Accounting Form

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Chair  
Senayet Negusse



# City Council Post Trip Report

*Required for City paid expenses or reimbursements of \$50 and above*

Per the City Council Administrative Policies and Procedures, Section 15, the Trip Report shall be completed and submitted to the Executive Assistant within 15 days for inclusion in the next A&F Committee meeting packet.

Rev. 3/15/22

**Filed By:** Peter Kwon

**What type of event did you attend?**

**Training**

**Conference**

**Other (specify):** Meeting with Federal representatives and electeds

<b>Name of Event:</b>	<b>NLC Congressional City Conference</b>
<b>Purpose:</b>	<b>Training, meeting with Federal officials to benefit SeaTac, policy making, and idea sharing.</b>
<b>Location:</b>	Washington DC
<b>Date(s) of Event:</b>	3/9/2024-3/13-2024
<b>Number of hours attended:</b>	40

*Please answer the following questions*

**What interested you in attending this event?**

**I've been serving on the NLC Transportation and Infrastructure Committee for the past 8 years as well as the Asian Pacific American Municipal Officials constituency group and this is the annual work event where we discuss ideas and draft new proposed policies. This is also a learning event with various training sessions. We also meet with our elected representatives at the Federal level to advocate for our city and communities.**

**Please summarize what you learned and how it benefits the taxpayer:**

March 9-13 2024 NLC Congressional City Conference, Washington DC

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March 9 Saturday:

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Arrived at Reagan Airport which is the closest airport to DC. Uber has surge pricing which increased the cost of the car ride to \$64.

Checked into hotel and picked up event credentials

**City of SeaTac**

4800 S 188<sup>th</sup> St SeaTac, Washington 98188

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March 10 Sunday:

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### Transportation and Infrastructure Services (TIS) Federal Advocacy Committee Meeting

The NLC Transportation and Infrastructure Services (TIS) Committee is responsible for leading NLC's policy development and advocacy on transportation for communities of all sizes. The committee advocates for federal funding opportunities for cities and towns, improving safety and connectivity, and leveraging innovation for all types of transportation. With the passage of the Infrastructure Investment and Jobs Act (IIJA), TIS is focused on the intergovernmental partnership needed to utilize direct competitive federal transportation programs, improve safety on our roads and sidewalks, and enhance the connectivity of regions with shared rail, transit and aviation options.

#### Speakers:

Brittney Kohler -National League of Cities  
Dan Kealey -City of Burnsville  
Toby Barker -City of Hattiesburg  
Martha Castex-Tatum -City of Houston  
Vanessa Fuentes -City of Austin  
Nathan Eberline -Topeka  
Fred Strong -City of Paso Robles

-How Infrastructure Investment and Jobs Act (IIJA) policies and programs are moving transportation and decarbonization forward

Speaker: Ann Shikany, Deputy Assistant Secretary for Transportation Policy, US Department of Transportation

Discussed local transportation decarbonization goals and how USDOT can help. Local zoning and ordinances that can create room for innovation like electric buses or vehicles, dedicated lanes, and parking. These were aligned with the Puget Sound Regional Council (PSRC) Regional Transportation Plan 2022-2050 and Vision 2050 plan.

-Safety First: How advocacy for federal-local programs can save lives on our roads

Speaker: Daniel Langenkamp, Advocate for H.R. 1668 -Sarah Debbink Langenkamp Active Transportation Safety Act

Daniel Langenkamp is the husband of US Diplomat Sarah who was crushed and killed by a flatbed truck while riding her bicycle home. HR 1668 is a bill that will re-allocate funding to improve bicycle and pedestrian safety measures and increases federal cost share for certain safety projects.

Discussed how families and advocates connect with road safety efforts. Our ongoing SeaTac sidewalk projects and safe routes to school projects are good examples of how federal programs help make road safety improvements easier. Deaths resulting from traffic accidents are increasing at an alarming rate in our Puget Sound region, averaging almost a death every day in 2022. Discussed how to improve intergovernmental collaboration on road safety projects. Discussed guidance or lack of clarity prevents beneficial road safety change or decisions.

-Centennial Celebration: Transportation's role in NLC yesterday and today

-The Road to Reauthorization & Advocacy Agenda: Positioning cities, towns, and villages for success

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Small Cities Council Meeting

The Small Cities Council hit the ground running for the 2024 year. During the February Member Council virtual kick-off meeting, this group discussed six (6) subject areas of focus to develop the council's 2024 goals. Although the council decided to focus the year on five (5) key areas, it was established that the council's first in-person meeting would focus on the importance of developing a city's project portfolio that's designed to maximize community needs and the city's grant applications with broader federal priorities. This framework will set the foundations for city leaders to cultivate an environment in which they will first learn, then engage in discussion, and finally leave the session with actionable next steps.

Speakers:

Katie Dailinger National League of Cities

\*Learned about the Grant Application Bootcamp tailored for small cities which I believe SeaTac can benefit from:

<https://localinfrastructure.org/application-bootcamp/congressional-city-conference-2024-registration/>

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Asian Pacific American Municipal Officials (APAMO) Membership Meeting

One of NLC's six constituency groups, Asian Pacific American Municipal Officials (APAMO) brings together Asian Pacific American municipal leaders to network and share best practices.

Established within NLC in 1985, Asian Pacific American Municipal Officials (APAMO) is a caucus within NLC that provides municipal officials who identify and ally with the Asian Pacific American to connect with their colleagues in a forum to share ideas and develop leadership experience.

This is the twice a year meeting. Lots of discussions on local community challenges including the ongoing prevalence and increase in API hate crimes. Some proposed strategies to overcome this was dealing with misinformation which continues to be difficult.

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March 11 Monday:

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Opening General Session

Speakers:

Joe Biden - USA President

David Sander, Ph.D. - Mayor, Rancho Cordova, CA

Clarence Anthony - National League of Cities

Sharon Weston Broome - City of Baton Rouge

April Fournier - City of Portland

Doris Kearns Goodwin

Tom Perez - Director of White House Office of IGA

It took around 40 minutes just to get past the security checkpoint for this event, I only caught the last half of it. In the future I advise getting in line at least 30 minutes in advance. I did chat with some of the presenters and made some new connections.

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NLC Aviation Advisory Forum

This was an opportunity to connect on aviation policy including current aviation policy around airports and noise as well as policy for cities around advanced air mobility and drones. Drones continue to be an evolving field with private companies still developing and experimenting with package delivery to homes via drones.

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Afternoon General Session

**City of SeaTac**

4800 S 188<sup>th</sup> St SeaTac, Washington 98188

Fireside chat with U.S. Senator Tina Smith with NLC 2nd Vice President Steve Patterson. Julie Su, Acting Secretary, U.S. Department of Labor will gave some remarks. NLC 1st Vice President, Sharon Weston Broome, Mayor President, Baton Rouge, Louisiana moderated a panel discussion on the national opioid litigation settlement. Session closed out with remarks from Pete Buttigieg, Secretary, U.S. Department of Transportation.

Speakers:

Clarence Anthony - National League of Cities  
Sharon Weston Broome - City of Baton Rouge  
Steve Marshall - State of Alabama  
Steve Patterson - City of Athens  
Donald Mason - City of Zanesville  
Tina Smith - United States Senate (D-MN)  
Julie Su U.S. Department of Labor  
Pete Buttigieg - U.S. Department of Transportation  
Mark Hayes - Arkansas Municipal League

This was the lunch session, got to chat with Pete Buttigieg and shared some of the challenges we are having with our local roads and sidewalk projects as got some updates on Federal efforts regulating self-driving vehicles and EV charging infrastructure grant opportunities.

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Deep Dive Session: Aligning Workforce Development with Plans for Economic Growth

(Juggled this with the Western Municipal Association at the same time)

This was an interesting panel discussion about the Bipartisan Infrastructure Law, CHIPS and Science Act, and Inflation Reduction Act which provides funding and the creation of good jobs - whether one goes to college or not - in communities across the country. Learned about opportunities to develop and scale workforce pathways that work, with a focus on supporting residents from historically underserved and underrepresented communities. Presenters included officials from the U.S. Department of Labor, U.S. Department of Education, U.S. Department of Health and Human Services, U.S. Department of Transportation and AmeriCorps, who also will joined community leaders for small group discussions.

I brought up the issue of how smaller cities are frequently overlooked by these federal funding opportunities. NLC re-stated their new grant application bootcamp program which is tailored to educate, serve, and benefit smaller cities.

Speakers:

Brittany Stich - U.S. Department of Labor  
Catherine McConnell - US Department of Education  
Colleen Rathgeb - ACF  
Paige Shevlin - USDOT  
Tess Mason-Elder - AmeriCorps

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Western Municipal Association

(Juggled this with the workforce deep dive session at the same time)

Representatives from Phoenix AZ shared some data on their local economy and how it's currently recovering to pre-pandemic levels, as well as forecasts and projections that all point to continued recovery ahead. An interesting aspect was how most people work in locations outside of the city/town they reside in. This has been in increasing trend which I believe SeaTac has also been experiencing for decades.

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PSRC at Zaytinya

I met with Leslie Pollner who is the PSRC Federal Lobbyist with Holland & Knight based in DC and discussed ongoing efforts by PSRC and strategized on some of our messaging related to transportation issues.

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Association of Washington Cities Reception

Networking opportunity to meet some newly elected councilmembers in other cities and catch up with familiar faces. I was impressed that Burien had four councilmembers attending the conference this year.

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Dinner with Gordon Thomas Honeywell lobbyists

This is the SeaTac Federal Lobby firm. Met with Dale Learn and Paul Hoover with GTH to discuss what's going on in SeaTac, get updates on what's happening in Congress, and strategize on our upcoming meetings with Senators Patty Murray and Maria Cantwell and Congressman Adam Smith.

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March 12 Tuesday:

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Deep Dive Session: Accessing Federal Transportation Grants & Opportunities for Your Community  
Discussed plans under consideration in different communities to improve transportation. Learned about opportunities for federal grants to support those projects. Session highlighted federal grants – through the U.S. Department of Transportation and the Joint Office of Energy and Transportation – that can help communities address local road safety challenges, expand transit options, build capacity for electric vehicles, invest in multimodal transportation and more. Learned more about these opportunities and heard from peer cities about their experience in accessing these funds for their projects. A good starting point for our community to put together funding plans and consider ways to partner to take advantage of various federal funds.

Speakers:

- Solana Flora - City of Mission
- Keith Benjamin - FHWA
- Jennifer Mitchell - Federal Railroad Administration
- Toby Barker - City of Hattiesburg
- Carlos Monje, Jr - Department of Transportation
- Bruce Teague - City of Iowa City
- Mark Cochran - City of Monroe
- Paul Kincaid - U.S. Department of Transportation
- Stephanie Pollack - US Department of Transportation

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Lunch and General Session

Lunch and our final General Session, joined by Don Bacon, United States House of Representatives (R-NE) and Salud Carbajal, United States House of Representatives (D-CA) for a fireside chat. Pitched NLC's 2024 City Summit by Mayor of Tampa, Jane Castor.

Speakers:

- Clarence Anthony - National League of Cities
- David Sander - City of Rancho Cordova
- Jane Castor - City of Tampa
- Don Bacon - U.S. House of Representatives (R-NE)
- Salud Carbajal - U.S. House of Representatives (D-CA)

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Deep Dive Session: Leveraging Technology & Innovation to Build Strong Local Economies

New federal programs can help communities connect residents to broadband, build up the technical skills that can support economic development, take steps to strengthen cybersecurity and manage the risks and



opportunities associated with new technologies. The Infrastructure Investment and Jobs Act opens up a range of new opportunities for cities, and key officials from the Federal Communications Commission, National Telecommunications and Information Administration, Cybersecurity and Infrastructure Security Agency, National Institute of Standards and Technology and Economic Development Administration were on hand to share information on grants and technical assistance and engage in small group discussions with participants. Learned how other communities are addressing the digital divide, advanced manufacturing economies and other issues.

**Speakers:**

Alejandro Roark - Federal Communications Commission  
 Sarah Morris – NTIA

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March 13 Wednesday:

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This is the events’s official “Hill Day” where everyone meets with their respective Federal members of Congress and Senators. I spent the day meeting with Senator Patty Murray’s office, Congressman Adam Smith’s office, and Senator Maria Cantwell’s office. We talked about the successes and challenges in SeaTac as well as some of the more pressing needs which the Federal Government can help with. One of the top issues is to clear the way for the city to be able to own North SeaTac Park for perpetual preservation as public green space.

I returned to the hotel to grab my bags and headed to the airport. The flight was delayed around two hours. It seems flights out of DC are frequently delayed.

ProTip: There are two security checkpoints at Reagan Airport (north and south), use the security screening closest to the first ground taxi approach (south side) as that is closer to the Alaska Airlines gates. If you are already checked in and do not have to check baggage you should be able to make it from the taxi to the gate in under 10 minutes.

**Would you recommend this opportunity for others? Please summarize why or why not.**

**Yes, this is an excellent learning and working opportunity.**

**Other Comments**

**DC weather in March can be random, ranging from snow to 90-degree temperatures. Check the weather forecast in advance and pack appropriately. Traffic can be extremely unpredictable since entire sections of roads can be randomly shut down without notice to accommodate traveling dignitaries. It’s safer to schedule appointments at locations within walking distance rather than relying on transportation with the risk of unexpected and excessive delays.**

*\*Please attach copies of any training outlines, lesson plans, or agendas\**

<b>Signature:</b>	<b>Peter Kwon</b>
<b>Date of Signature:</b>	4/2/2024



## City of SeaTac Travel Accounting Form

Itemized receipts for all travel expenses (excluding meals and mileage), the Travel Authorization Form, and the Travel Accounting Form are required to be attached with method of payment.

Traveler Name: Peter Kwon Department: City Council  
 Conference: NLC Congressional City Conf. Dates: 3/9 - 3/13, 2024  
 Expense Table

	Estimated Amount from Authorization Form	Date submitted for payment or P-Card Statement Date	Method of Payment		Accounts Payable Claim for Expense Total	Provide explanation if: Actual amount is \$50.00 or more than estimated amount on approved Travel Authorization Form. Claim for Expense includes other traveler expenses.
			P-Card Total	Accounts Payable Direct Invoice Total		
Registration	\$ 755.00	01/25/2024			\$ 755.00	
Lodging	\$ 1,586.20	04/25/2024			\$ 1,586.20	
Lodging						
Meals	\$ 355.50	04/25/2024	N/A	N/A	\$ 355.50	
Transportation	\$ 886.20	01/25/2024			\$ 886.20	3/9-3/13 AK (DCA)
Transportation						
Mileage			N/A	N/A		
Car Rental						
Parking						
TNC Charges	\$ 50.00	04/25/2024			\$ 50.24	Adjusted higher Uber trip fee to stay within budget.
Tolls/Ferry						
Baggage Fees						
Misc. Costs		04/25/2024			38.00	Qualified expense per Travel Policy for laundering suit.
<b>Totals</b>	<b>\$ 3,632.90</b>		<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 3,671.14</b>	<b>Grand Total \$ 3,671.14</b>



# Accounts Payable Claim for Expenses

<b>Vendor # _____</b>	
<b>Claimant Information</b>	
Peter Kwon	Council
Claimant Name	Department
NLC Congressional City Conference, DC, 3/9-3/13 2024	
Purpose for expenditures	

Expenditure Account Coding BARS #		
Registration	_____ .000. _____ . _____ . _____ .49.061 _____ .000. _____ . _____ . _____ .49.061	Amount:
Lodging	001 .000. 01 . 511 . 60 .43.031 _____ .000. _____ . _____ . _____ .43.031	Amount: \$ 1,586.20
Meals / Per Diem	001 .000. 01 . 511 . 60 .43.032 _____ .000. _____ . _____ . _____ .43.032	Amount: \$ 355.50
Transportation	001 .000. 01 . 511 . 60 .43.033 _____ .000. _____ . _____ . _____ .43.033	Amount: 50.24
Other (Please Specify): laundry suit	001.000.01.511.60.41.000	Amount: \$ 38.00
Other (Please Specify): _____		Amount:
Other (Please Specify): _____		Amount:
		<b>Total:</b> \$ 2,029.94

Paperwork to attach:	If travel related include:
<input checked="" type="checkbox"/> Detailed Receipt(s) <input type="checkbox"/> Lost Receipt/No Itemized Receipt Certification (If needed)	<input checked="" type="checkbox"/> Approved Travel Authorization Form <input checked="" type="checkbox"/> Traveler Accounting Form <input checked="" type="checkbox"/> Traveler Trip Report (After travel)

I, the undersigned applicant, do hereby certify under penalty of perjury that the information contained in the foregoing claim for reimbursement of expense(s) is true and correct; I actually incurred the expense(s) in the performance of the scope of my duties for the City of SeaTac in a manner consistent with the policies established by the City Council relating to reimbursement of expense(s); I have not previously been paid or reimbursed for any of said expense(s).

_____	_____
Claimant Signature	Date

Authorization	
_____	_____
Supervisor Signature	Date
_____	_____
Authorized Approver Signature	Date
_____	_____
Treasury Operations Manager	Date



# Travel Authorization Form

<b>Traveler Name:</b> Joe Vinson		
<b>Department/Division:</b> City Council		<b>Regular Schedule:</b> Exempt
<b>Official Residence:</b>		
<b>Official Duty Station:</b> City Hall 4800 S 188th St.		
<b>Name of Conference/Training:</b> AWC Annual Conference		
<b>Location of Conference/Training:</b> Vancouver, WA - Hilton Vancouver Washington Conf. Ctr.		
Conference Start Date: 06/18/2024	Start Time: 4:30 pm	Is this travel Budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Budgeted means the training was included in the budget as part of the budget process. If No, enter how this will be funded in the comments section below.
Conference End Date: 06/21/2024	End Time: 11:00 am	
Departure Date: 06/18/2024	Time: 1:30 pm	
Return Date: 06/21/2024	Time: 2:00 pm	
		<b>Estimated Amount</b>
Registration                      Due Date: <u>04/17/2024</u>		\$ 500.00
Lodging Meals    (Use Lodging/Meals/OT Estimator Worksheet)		\$ 653.58
		\$ 189.00
<b>Transportation Expenses:</b>		
Transportation <input type="checkbox"/> Air <input type="checkbox"/> Bus <input type="checkbox"/> Train		
Personal Vehicle Miles: <u>304.00</u>	*Current IRS Rate: <u>0.670</u>	\$ 203.68
Car Rental No. of Days: _____	@ \$ _____ Per Day (Include Taxes & Fees)	\$ 0.00
<b>Other Travel Expenses:</b>		
Parking No. of Days: <u>4</u>	@ \$ <u>34.00</u> Per Day	\$ 136.00
	TNC Charges	
	Tolls/Ferry	
	Baggage Fees	
	Miscellaneous Costs (light rail, public, transit, etc.)	
Totals (Use Lodging/Meals/OT Estimator Worksheet)		\$ 1,682.26
<b>Comments:</b>		
AWC announced registration date opening in their bulletin. A&F approval via email due to time constraints to book hotel (last room in the HQ hotel).		
** Attach Conference Itinerary and details of all costs before submitting for approval **		
Treasury Operations Manager should return the approved form to: _____		
<b>Approval Signature</b>		
Traveler: _____	Date: _____	
Supervisor/ Manager: _____	Date: _____	
Treasury Operations Manager: _____	Date: _____	
City Manager (if required): _____	Date: _____	



## Lodging/Meals/OT Estimator Worksheet

Link to GSA Website: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

**Conference Start Date:** 06/18/2024  
**Conference End Date:** 06/21/2024  
**Start Time:** 4:30 pm  
**End Time:** 11:00 am  
**Departure Location:** \_\_\_\_\_

**Departure Date:** \_\_\_\_\_  
**Return Date:** \_\_\_\_\_  
**Time:** \_\_\_\_\_  
**Time:** \_\_\_\_\_  
**Return Location:** \_\_\_\_\_

Date	Lodging Charges (include Taxes and Fees)	First/Last Day of Travel	Breakfast	Lunch	Dinner	Incidentals	Total Meals
06/18/2024	217.86	\$ 55.50					\$ 55.50
06/19/2024	217.86				\$ 34.00	\$ 5.00	\$ 39.00
06/20/2024	217.86				\$ 34.00	\$ 5.00	\$ 39.00
06/21/2024		\$ 55.50					\$ 55.50
							\$ 0.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
<b>Totals</b>	<b>\$ 653.58</b>						<b>\$ 189.00</b>

Enter hours as numbers using military time (see top row example) and enter the hours in the shaded box. Total at bottom will auto-populate.

Date	Start Time	End Time	Hours	Explanation of estimated OT Costs:
	1300	1525	225	
<b>Totals</b>				



## City of SeaTac Travel Accounting Form

Itemized receipts for all travel expenses (excluding meals and mileage), the Travel Authorization Form, and the Travel Accounting Form are required to be attached with method of payment.

Traveler Name: Joe Vinson

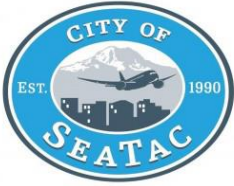
Department: City Council

Conference: AWC Annual Conference

Dates: June 18-21, 2024

**Expense Table**

	Estimated Amount from Authorization Form	Date submitted for payment or P-Card Statement Date	Method of Payment			Provide explanation if: Actual amount is \$50.00 or more than estimated amount on approved Travel Authorization Form. Claim for Expense includes other traveler expenses.
			P-Card Total	Accounts Payable Direct Invoice Total	Accounts Payable Claim for Expense Total	
Registration	\$ 500.00	04/16/2024		\$ 500.00		
Lodging	\$ 653.38					
Lodging						
Meals	\$ 189.00		N/A	N/A		
Transportation						
Transportation	\$ 136.00					
Mileage	\$ 203.68		N/A	N/A		
Car Rental						
Parking						
TNC Charges						
Tolls/Ferry						
Baggage Fees						
Misc. Costs						
<b>Totals</b>	<b>\$ 1,682.06</b>		<b>\$ 0.00</b>	<b>\$ 500.00</b>	<b>\$ 0.00</b>	<b>Grand Total</b>



# Current Vacancies

Updated April 30, 2024

Position Vacancy	# of Vac.	N/R	Union	Department	Notes/ Status
Urban Forrester (PT)	1	N	Yes	Parks & Recreation	Pending Requisition
Maintenance Ops Worker 1	2	N	Yes	Public Works	Posted Internally (Pending approval for a 3 <sup>rd</sup> vacancy)
Paralegal 1 Criminal	1	N	Yes	Legal	Interviews
IS Business Analyst - TLT	1	N	Yes	IT	Hiring manager to confirm job description
Associate/Senior Civil Engineer	1	R	Yes	Public Works	Interviews
Commercial Plans Examiner	1	N	Yes	CED	Posted
Judicial Support Specialist	3	R	Yes	Courts	Intake
Mental Health Co-Responder	1	N	Yes	Police	Offered
Recreation Leader 3 – Part-Time	2	N	Yes	Parks & Recreation	Posted
Special Capital Project Manager TLT	1	N	No	CMO	Posted
Recreation Program Supervisor	1	R	No	Parks & Recreation	Posted
Real Property Management Analyst	1	R	Yes	Public Works	Posted Internally
<b>Total Vacancies</b>	<b>16</b>				

# of Vac = Number of vacancies within the classification.

N/R = Indicates New or Replacement position.

## **Employee Headcount as of April 30, 2024**

Regular Full Time: 140

Regular Part Time: 8

### **Temporary Staff Breakdown**

Variable Hour: 11

Seasonal Staff: 18

**Total Headcount: 177**

**INTERLOCAL AGREEMENT BETWEEN  
King County and the City of SeaTac  
for For-Hire Transportation Regulatory Services**

THIS AGREEMENT is made between King County, a home rule charter county and political subdivision of the State of Washington, hereinafter referred to as the "County," and the City of SeaTac, a public agency in the State of Washington, hereinafter referred to as "Agency," under authority of Chapter 39.34, Chapter 46.72 RCW, Chapter 46.72B RCW, and Chapter 81.72 of the Revised Code of Washington and collectively referred to as "Parties."

**WHEREAS**, the County has jurisdiction to license and regulate for-hire transportation services including issuing vehicle medallions, transportation network company vehicle endorsements (hereinafter referred to as "vehicle endorsements"), for-hire driver's licenses and for-hire driver's permits, transportation network company licenses (hereinafter referred to as "company licenses"), and transitional regional dispatch agency and regional dispatch agency licenses (hereinafter referred to as "agency licenses"), to enforce the laws and regulations concerning the same within its boundaries, and has provided for-hire transportation regulatory services to local jurisdictions for many years; and

**WHEREAS**, the business of for-hire transportation services presents unique licensing and law enforcement issues of a multijurisdictional nature; and

**WHEREAS**, it is desirable, to adequately protect the interests of the County and the Agency and the public, to provide for a uniform, regional system of licensing for-hire transportation services; and

**WHEREAS**, the County and its employees are well-qualified and able in matters relating to the licensing and enforcement of laws relating to the conduct of for-hire transportation services; and

**WHEREAS**, the City of SeaTac desires to participate in a regional approach to the licensing and enforcement of laws relating to for-hire transportation services and seeks to obtain the assistance of the County to provide these services; and

**WHEREAS**, the County is ready, willing, and able to assist the Agency in matters relating to the licensing and enforcement of laws relating to regulation of for-hire transportation services; and

**WHEREAS**, the entities previously regulated under Chapter 6.64 King County Code are now going to be regulated under Chapter 6.64 King County Code and Chapter 6.65 King County Code, and this Agreement is being updated to reflect that change; and

**WHEREAS**, the Parties intend for this Agreement to replace the previous interlocal agreement dated December 30, 1997 under Agreement number 97-A120.

**NOW THEREFORE**, the County and Agency hereby agree:

**Section 1. Term of Agreement**

This Agreement shall be effective for one year from the date of execution and shall automatically renew from year to year, unless either party provides thirty (30) days' written notice to the other party to terminate this Agreement, with or without cause, immediately after the thirty (30) days. This Agreement may be immediately terminated by the County for lack of appropriation authority by providing written notice to the Agency.



## **Section 2. Agency Responsibilities**

The Agency shall:

- a. Promptly enact an ordinance that adopts by reference Chapter 6.64 of the King County Code and any King County Administrative Rules promulgated pursuant to that Chapter (collectively with Chapter 6.65 of the King County Code, hereinafter “the Agency Ordinances”).
- b. Promptly enact an ordinance that adopts by reference Chapter 6.65 of the King County Code and any King County Administrative Rules promulgated pursuant to that Chapter (collectively with Chapter 6.64 of the King County Code, hereinafter “the Agency Ordinances”).
- c. Promptly review any revisions to Chapter 6.64 of the King County Code and any amendments to King County Administrative Rules promulgated pursuant to Chapter 6.64 of the King County Code after this Agreement is signed, and either adopt them by reference or promptly notify the King County Records and Licensing Services Division Director, hereinafter referred to as "Division Director," of the Agency’s intention otherwise.
- d. Promptly review any revisions to Chapter 6.65 of the King County Code and any amendments to King County Administrative Rules promulgated pursuant to Chapter 6.65 of the King County Code after this Agreement is signed, and either adopt them by reference or promptly notify the Division Director of the Agency’s intention otherwise.
- e. Delegate to the County the following:
  - i. The power to enforce the terms of the Agency Ordinances, including the power to issue, deny, restrict, suspend, or revoke vehicle medallions, vehicle endorsements, for-hire driver’s licenses, for-hire driver’s permits, regional for-hire driver’s licenses and enhanced regional for-hire driver’s licenses, company licenses, and agency licenses issued thereunder; and
  - ii. Conduct administrative appeals of those County licensing and permitting determinations made, and enforcement actions taken on behalf of the Agency. Such appeals shall be conducted by the King County Hearing Examiner or the County’s successor administrative appeals body or officer on behalf of the Agency unless either the Agency or the County determines that the particular matter shall be heard by the Agency.

Nothing in this Agreement is intended to divest the Agency of authority to issue notices of violation and court citations for violations of Agency ordinances. The authority to issue notices of violations and court citations may be exercised by either the County or the Agency.

## **Section 3. County Responsibilities**

The County Records and Licensing Services Division shall act as the Agency's agent in performing the following in accordance with enabling ordinances and administrative procedures:

- a. The County shall perform, consistent with available resources, all services relating to licensing and enforcement of the Agency Ordinances pertaining to for-hire transportation services,

including the operation and maintenance of a unified, regional system to license and regulate for-hire transportation services;

- b. The provision of such service, the standards of performance, the discipline of County employees, and all other matters incident to the performance of such services and the control of personnel so employed shall remain with the County;
- c. The County shall promptly advise the Agency of any revisions to Chapter 6.64 or Chapter 6.65 of the King County Code and of any amendments to King County Administrative Rules promulgated pursuant to Chapter 6.64 or Chapter 6.65 of the King County Code after this Agreement is signed.
- d. The services provided by the County pursuant to this Agreement do not include legal services to the Agency, which shall be provided by the Agency at Agency expense.

#### **Section 4. Compensation and Method of Payment**

- a. The County shall retain all fines and fees collected pursuant to the licensing of for-hire transportation services. No additional compensation will be due from the Agency.
- b. The Parties agree that all fines levied by a court of competent jurisdiction or civil penalties assessed by the Division Director for violation of the Agency Ordinances regulating for-hire transportation services shall become the property of the County.

#### **Section 5. Mutual Covenants**

The Parties understand and agree that the County is acting hereunder as an independent contractor and that:

- a. All County persons rendering services hereunder shall be for all purposes employees of the County, although they may from time-to-time act as commissioned officers of the Agency; and
- b. The County contact person for the Agency regarding all issues that may arise under this Agreement, including but not limited to citizen complaints, service requests and general information on for-hire transportation services is the Division Director or the successor division's director.

#### **Section 6. Dispute Resolution**

In the event of a dispute between the Parties as to the extent of the service to be rendered hereunder, or the minimum level or manner of performance of such service, the determination of the Division Director shall be final and conclusive in all respects.

#### **Section 7. Indemnification and Hold Harmless.**

- a. Agency Held Harmless. The County shall indemnify and hold harmless the Agency and its officers, agents, and employees, or any of them from any and all claims, actions, suits, liability, loss, costs, expenses, and damages that arise out of or are related to the negligent

acts or omissions of the County, its officers, agents, and employees, or any of them and in the performance of the County's obligations pursuant to this Agreement. In the event that any such suit based upon such a claim, action, loss, or damage is brought against the Agency, the County shall defend the same at its sole cost and expense; provided that the Agency reserves the right to participate in said suit if any principle of governmental or public law is involved; and if final judgment in said suit be rendered against the Agency, and its officers, agents, and employees, or any of them, or jointly against the Agency and the County and their respective officers, agents, and employees, or any of them, the County shall satisfy the same.

- b. County Held Harmless. The Agency shall indemnify and hold harmless the County and its officers, agents, and employees, or any of them from any and all claims, action, suits, liability, loss, costs, expenses, and damages that arise out of or are related to the negligent acts or omissions of the Agency, its officers, agents, and employees, or any of them and in the performance of the Agency's obligations pursuant to this Agreement. In the event that any suit based upon such a claim, action, loss, or damages is brought against the County, the Agency shall defend the same at its sole cost and expense; provided that the County reserves the right to participate in said suit if any principle of governmental or public law is involved; and if final judgment be rendered against the County, and its officers, agents, and employees, or any of them, or jointly against the County and the Agency and their respective officers, agents, and employees, or any of them, the Agency shall satisfy the same.
- c. Concurrent Negligence. In the event any such liability arises from the concurrent negligence of the indemnifying party and the other party, the indemnity obligation of this section shall apply only to the extent of the negligence of the indemnifying part and its actors.
- d. Liability Related to Agency Ordinances, Policies, Rules and Regulations. In executing this agreement, the County does not assume liability or responsibility for or in any way release the Agency from any liability or responsibility that arises in whole or in part as a result of the application of Agency Ordinances, policies, rules or regulations that are either in place at the time this Agreement takes effect or differ from those of the County; or that arise in whole or in part based upon any failure of the Agency to comply with applicable adoption requirements or procedures. If any cause, claim, suit, action, or administrative proceeding is commenced in which the enforceability and/or validity of any such Agency ordinance or Agency Ordinances, policy, rule or regulation is at issue, the Agency shall defend the same at its sole expense and, if judgment is entered or damages are awarded against the Agency, the County, or both, the Agency shall satisfy the same, including all chargeable costs and reasonable attorney's fees.
- e. Waiver Under Washington Industrial Insurance Act. The foregoing indemnity is specifically intended to constitute a waiver of each party's immunity under Washington's Industrial Insurance Act, Chapter 51 RCW, as respects the other party only, and only to the extent necessary to provide the indemnified party with a full and complete indemnity of claims made by the indemnitor's employees. The Parties acknowledge that these provisions were specifically negotiated and agreed upon by them.

### **Section 8. No Third-Party Beneficiaries**

This Agreement is for the sole benefit of the Parties only, and no third party shall have any rights hereunder.

**Section 9. Administration**

This Agreement shall be administered by the Division Director or the Division Director’s designee, and the Mayor or the Mayor’s designee.

**Section 10. Amendments**

This Agreement may be amended at any time by mutual written agreement of the Parties.

**Section 11. Records**

This Agreement is a public document and will be available for inspection and copying by the public in accordance with the Public Records Act, chapter 42.56 RCW. The records and documents with respect to all matters covered by this Agreement shall be subject to the Public Records Act and the Records Retention Act, chapter 40.14 RCW.

**Section 12. Complete Expression of Agreement**

This Agreement represents the entire understanding of the Parties and supersedes any oral representations that are inconsistent with or modify its terms and conditions.

**Section 13. Survivability**

Notwithstanding any provision in this Agreement to the contrary, the provisions of Section 7 (Indemnification and Hold Harmless) shall remain operative and in full force and effect, regardless of the withdrawal or termination of this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement, which shall become effective on the last date entered below.

SIGNATURES ON NEXT PAGE

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KING COUNTY

AGENCY OF \_\_\_\_\_

\_\_\_\_\_  
King County Executive

\_\_\_\_\_  
Agency Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Attest:

\_\_\_\_\_  
Agency Clerk Date

Approved as to Form:

Approved as to Form:

\_\_\_\_\_  
Deputy Prosecuting Attorney Date

\_\_\_\_\_  
SeaTac Attorney Date

**Ordinance \_\_\_\_\_**

An Ordinance of the City Council of the City of SeaTac, Washington amending Chapter 5.15 of the SeaTac Municipal Code relating to the For-Hire Transportation regulations of vehicles, drivers, and business, and adopting by reference Chapter 6.65 of the King County Code.

**WHEREAS**, King County has jurisdiction to license and regulate for-hire transportation services including issuing vehicle medallions, transportation network company vehicle endorsements, for-hire driver's licenses and for-hire driver's permits, transportation network company licenses, and transitional regional dispatch agency and regional dispatch agency licenses; and

**WHEREAS**, in 2023, King County adopted a new Chapter under King County Code (K.C.C.) to update and modernize the regulations and create a regional licensing model for companies, drivers, and vehicles; and

**WHEREAS**, this Chapter of K.C.C. applies to taxicab associations, for-hire vehicle companies, taxicabs, for-hire vehicles, and drivers of those vehicles and while regulation of transportation network companies, transportation network company drivers, or transportation network company endorsed vehicles remains in K.C.C. chapter 6.64.

**WHEREAS**, K.C.C.'s new Chapter is established to formally begin the transition to new technology via smart taximeters systems, to provide greater flexibility for individual companies to implement more competitive fare strategies such as dynamic pricing; and

**WHEREAS**, the City of SeaTac desires to continue to obtain King County's assistance and authority to regulate in matters relating to For Hire vehicles, transportation and business licenses by adopting by reference the new Chapter of King County Code under Chapter 6.65 pursuant to King County ordinance 19700.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEATAC,  
WASHINGTON, DO ORDAIN as follows:**

**Section 1.** Chapter 5.15 of the SeaTac Municipal Code is hereby amended by adopting King County Code 6.65 as set forth in the attached exhibit “A”.

**Section 2.** If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the ordinance would be subsequently declared invalid or unconstitutional.

**Section 3.** Upon approval of the City Attorney’s Office, the City Clerk and the Code Reviser are authorized to make necessary corrections without altering the intent, including the correction of scrivener’s/clerical errors, references to other local, state, or federal laws, codes, rules, or regulations; or ordinance numbering, section/subsection numbers, and any references thereto.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2024, and signed in authentication thereof on this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**CITY OF SEATAC**

\_\_\_\_\_  
Mohamed Egal, Mayor

ATTEST:

\_\_\_\_\_

Kristina Gregg, City Clerk

Approved as to Form:

---

Mary E. Mirante Bartolo, City Attorney

[Effective Date: \_\_\_\_\_]



## Exhibit A

5.15.020 Licensing and regulation of ~~taxicab and for hire vehicles.~~ For-Hire Transportation-Taxicabs, For-Hire Vehicles, For-Hire Drivers and Transportation Network Companies.

The following sections of Chapters 6.64 and 6.65 of the King County Code and pursuant to County Ordinance 19700 as now in effect, and as may be subsequently amended, are hereby adopted by reference, except that, unless the context indicates otherwise, the word “County” and the words “King County” shall refer to the City and references to violations of the County code or County ordinances shall be deemed to be references to violations of City ordinances:



# MEMORANDUM

To: Administration and Finance Committee  
Through: Add 'through' item.  
From: Anita Woodmass, Senior Management Analyst  
Date: May 2, 2024  
Re: New For Hire ILA and Code Ordinance

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The City of SeaTac currently 'adopts' the King County regulations related to For Hire Transportation (Taxicabs, For-Hire Vehicles, For-Hire Drivers and Transportation Network Companies) using two mechanisms:

1. Interlocal Agreement; and
2. Code language adopted by reference in the SeaTac Municipal Code (SMC).

## **Interlocal Agreement**

### Existing State:

King County and the City of SeaTac executed an Interlocal Agreement (ILA) on January 2, 1998 for the regulation of local taxis and for-hire transportation providers. King County has, and continues, to regulate the for-hire transportation industry by providing regulatory services for 16 cities and the Port of Seattle at SeaTac International Airport. The County has a similarly long history of working with the City of Seattle to license and enforce the respective regulations.

### Proposed New ILA (See Attached):

King County [Ordinance 19692](#) authorizes the Executive to enter into updated Interlocal Agreements with local jurisdictions to provide for-hire regulatory services. In addition to general updates, the new ILA incorporates the newly adopted chapter in the King County Code.

The revised ILA is attached and has been reviewed by the Legal Department.

### Action Requested:

Committee to review and make a recommendation regarding the attached revised ILA between the City and King County.

## **SeaTac Municipal Code Revision**

See Attached Summary Document and Ordinance

Existing State:

Effective Dec 18, 2023 two new King County ordinances became effective related to for-hire transportation (excluding the Port of Seattle and City of Seattle. These include:

1. [Ordinance 19699](#) - updates King County Code (KCC) chapter 6.64 provisions related to transportation network companies, drivers, and vehicles, to better align with state law and to remove regulations related to taxicabs and for-hire vehicles from the chapter.
2. [Ordinance 19700](#) - establishes a new chapter in King County Code to regulate taxicab and for-hire vehicle operators. The goals in establishing this new chapter are to update and modernize the regulations for this part of the industry, to create a more regional licensing model for companies, drivers and vehicles, to formally begin the transition to new technology via smart taximeters systems, to provide greater flexibility for individual companies to implement more competitive fare strategies like upfront fares and dynamic pricing, and to improve alignment with the City of Seattle's regulatory program by reducing the complexity of navigating similar but slightly different code requirements.

Proposed Code Revisions (See Attached):

No change: The City currently adopts Chapter 6.64 of the King County Code by reference in SMC 5.15.020.

Change: City to adopt the new Chapter 6.65 of the King County Code by reference in SMC 5.15.020.

Action Requested:

Committee to review and make a recommendation regarding the amended Ordinance to adopt the new King County chapter by reference.

**Committee Action**

1. Recommend approval of the proposed ILA and Ordinance and place on the consent agenda, or for presentation and action.
2. Not recommend approval and provide staff with further direction.

## New For-Hire Transportation Regulations

King County and the City of Seattle recently adopted new for-hire transportation ordinances. The [full ordinances are available](#) for you to review and here's a summary of major changes:

### For-hire Drivers

- **Minimum age** to apply for a for-hire driver license is now age 20
- **For-hire driver's licenses are now regional** (will no longer have a City or County designation)
- **Enhanced regional for-hire driver's license** will be an optional license type beginning September 1, 2024, and will require an annual fingerprint-based background check in addition to the third-party criminal background check and driving history report required for all applicants
- **TNC driver permits will no longer authorize operating as a taxicab driver** once the permit expires, so taxicab and for-hire vehicle drivers will need a regional for-hire driver's license

### Medallions

- Beginning 2024, **medallion renewal dates will be based on the date of application (if expired), or the last renewal date**, and owners will **not be required to pay license fees for prior years**
- **New reciprocity endorsements** expand where City-only and County-only medallions can pick up passengers
- **"Dual" medallion owners will have the option to split** into one City medallion and one County medallion with jurisdictional reciprocity endorsements for each beginning September 1, 2024
- All **for-hire vehicle medallions convert to taxicab medallions** by March 31, 2026, and must meet all taxicab requirements, including use of a smart taximeter system
- Beginning September 1, 2024, if a medallion will not operate for 60 or more days, the owner shall file for a **temporary deactivation of up to one year**
- Medallions relinquished between January 31, 2015, and September 1, 2024, will have one year from September 1, 2024, to renew or transfer the medallion before permanent retirement

### General

- **SEA Airport minimum fare** of \$20 for trips originating from SEA beginning December 18, 2023
- The **maximum vehicle model year** is now 15 years old beginning January 27, 2024
- All taxis must operate using a **smart taximeter system** by March 31, 2026

### Associations and Companies

- To operate after March 31, 2024, a taxicab association or for-hire vehicle company, licensed or registered in 2023, must obtain a transitional regional dispatch agency license
- A transitional regional dispatch agency must adopt a smart taximeter system by March 31, 2026

King County and City of Seattle staff will be implementing the ordinances in the coming months, including issuing new director's rules, policy guidance, application forms, and other materials.



# MEMORANDUM

To: A&F Committee  
From: Bart Perman-Information Systems Director  
Date: May 2, 2023  
Re: Contract with World Wide Technology for phone system migration

---

## **Background and Analysis:**

The City's phone and voicemail system has reached its end of life and was scheduled to be replaced in 2023. Staff are recommending migrating our existing phone system to Microsoft Teams Phones. The city has been using Office365 since 2021 for email, instant messaging, group chats, virtual meetings, and document collaboration. Adding phone service to this tool will provide benefits including enabling all-in-one communication, reducing the need for server and phone hardware and software, and allowing greater ability for staff to stay connected while working remotely. As part of this migration, the City would upgrade its Office365 licenses which will give us the added benefit of additional tools to manage document retention policies, better control of sensitive data protection, and meeting legal, business, and regulatory content requirements.

Additionally, the city will realize budget savings as our current phone service provider has announced significant rate increases due to changes in regulations regarding ISDN/PRI services in the United States.

## **Proposal:**

Staff is requesting that the Administration & Finance Committee place Agenda Bill #6430 - A Motion Authorizing the execution of a contract with World Wide Technology for migrating to Microsoft Teams Phones be placed on the Consent Agenda at the May 14, 2024 Regular Council Meeting.



**SeaTac City Council**  
**Request for Council Action**  
**Agenda Bill #: 6430**

**Council consideration:** A Motion Authorizing the execution of a contract with World Wide Technology for migrating to Microsoft Teams Phones

**Date Action Requested:** RCM 05/14/24

**Review Dates:** May 2, 2024 A&F

**Prepared By:** Bart Perman, Information Systems Director

**Amount:** \$152,099.84

**Budgeted?:** Yes

**Applicable Fund Name:** ARPA Grant Fund (113)

**ANALYSIS:** The City's Cisco Voice over IP phone and voicemail system has reached its end of life and was scheduled to be replaced in 2023. Rather than replacing the existing hardware and software licenses, Information Systems staff are recommending replacing our existing phone system with Microsoft Teams Phones. A decision card for this conversion was approved by City Council as part of the 2023-2024 Mid-Biennium Budget Adjustment. Information Systems staff received a proposal for the migration from World Wide Technology, LLC who is the City's Cisco partner.

**BUDGET SIGNIFICANCE:** The proposal from World Wide Technology was for a 3-Year period and included non-recurring setup costs and yearly service charges. Costs for this proposal include:

- Year one - \$74,509 in non-recurring setup fees plus services and licenses.
- Year two - \$39,640 in services and licenses.
- Year three - \$39,640 in services and licenses

The approved decision card was for the amount of \$86,776 which was intended to cover the installation and first year costs. In early 2024, the City was notified by our current phone service provider that we will be seeing significant rate increases due to changes in regulations regarding ISDN/PRI services in the United States. It is anticipated that our monthly phone service will increase from our current \$2,800 per month to \$5,200 per month in the next couple of months. If we migrate to the proposed solution, these costs would go away entirely saving the City several thousand dollars per year moving forward.

**COMMITTEE REVIEW(S) AND RECOMMENDATION(S):** This proposal was presented to the Administration & Finance Committee on May 2, 2024. The committee voted to place Agenda Bill #6430 - A Motion Authorizing the execution of a contract with World Wide Technology for migrating to Microsoft Teams Phones on the Consent Agenda at the May 14, 2024 Regular Council Meeting.

**ALTERNATIVE(S):**

1. Do not approve AB6430 and continue with existing phone system. This option would have the City remain with a limited integration phone system at a significantly higher cost.



# Financial Management Report

## Table of Contents

- Revenue Stoplight Chart
- Revenue Charts & Sales Tax Report
- Expenditure Stoplight Chart
- Expense Summary by Fund
- ARPA Fund Overview
- Salary Expenditures Overview
- Headcount Report
- Capital Expenditures Overview
- Performance Indicators

Actuals thru March 31, 2024

# REVENUE STOPLIGHT CHART

## BUDGETED REVENUE BY CATEGORY (NO TRANSFERS)

Actuals thru March 31, 2024

<u>Revenue Description</u>	<u>2023 ACTUAL</u>	<u>2022 % of Budget</u>	<u>2024 Annual BUDGET</u>	<u>2024 ACTUAL</u>	<u>Percent Collected</u>		<u>% Expected to Date</u>	<u>% Expected to Date</u>
Property Tax - Regular Levy	\$630,713	4%	\$18,600,000	\$683,167	4%		0%	0%
Sales & Use Tax (operating)	\$1,301,974	8%	\$18,000,000	\$1,311,009	7%		8%	8%
Sales & Use Tax (construction) (#301)	\$99,808	10%	\$1,000,000	\$238,109	24%		8%	8%
Criminal Justice-Sales Tax & State Shared Rev	\$148,709	9%	\$1,592,000	\$144,623	9%		8%	8%
Leasehold Excise Tax	\$0	*	\$4,000,000	\$0	*		0%	0%
Emergency Medical Svcs Levy	\$16,840	3%	\$592,342	\$0	*		0%	0%
Parking Tax (#102)	\$1,425,047	16%	\$10,174,500	\$1,586,102	16%		17%	17%
Motor Vehicle Tax - City Streets (#102)	\$50,096	8%	\$620,000	\$46,700	8%		8%	8%
Hotel/Motel Special Revenue Tax (#107)	\$116,303	6%	\$1,900,000	\$137,406	7%		8%	8%
Real Estate Excise Tax - #1 & #2 (#301)	\$74,828	6%	\$1,200,000	\$77,574	6%		17%	17%
<b>Subtotal: Taxes</b>	<b>\$3,864,317</b>	<b>7%</b>	<b>\$57,678,842</b>	<b>\$4,224,691</b>	<b>7%</b>			<b>7%</b>
Permits & Plan Review (building, electrical, etc.)	\$1,052,484	62%	\$1,751,418	\$798,027	46%		25%	25%
Engineering Plan Review	\$145,584	29%	\$507,500	\$211,339	42%		25%	25%
Business Licenses	\$150,692	25%	\$600,000	\$144,950	24%		25%	25%
Parks Programs	\$187,224	25%	\$746,349	\$134,495	18%		25%	25%
Franchise Fees (#001 & #404)	\$168,166	18%	\$942,653	\$198,279	21%		21%	21%
Valley Rdg./N. SeaTac Turf Field Fees (#301)	\$130,119	17%	\$750,000	\$135,695	18%		25%	25%
GMA Traffic Impact Fees (#307)	\$6,270		\$0	\$17,845	*		25%	25%
Stormwater Fees (#403)	\$782,073	20%	\$3,993,550	\$758,396	19%		0%	0%
Long Term Leases (CH & YMCA)	\$127,869	37%	\$258,990	\$129,292	50%		25%	25%
<b>Subtotal: Permits and Services</b>	<b>\$2,750,480</b>	<b>29%</b>	<b>\$9,550,460</b>	<b>\$2,528,319</b>	<b>26%</b>			<b>14%</b>
Operating & Other Grants	\$1,464,153	42%	\$3,687,474	\$1,562,279	42%			
Parks Capital Grants	\$0	*	\$325,196	\$0	*			
Transportation Capital Grants	\$12,701	0%	\$6,133,000	\$87,890	1%			
SWM Capital Grants	\$0	*	\$100,000	\$0	*			
<b>Subtotal: Capital Grants</b>	<b>\$1,476,854</b>	<b>23%</b>	<b>\$10,245,670</b>	<b>\$1,650,168</b>	<b>16%</b>			
Investment Interest	\$910,902	61%	\$1,502,035	\$891,618	59%		25%	25%
Other Revenues (NO Transfers)	<b>\$291,880</b>	<b>10%</b>	<b>\$3,231,249</b>	<b>\$801,036</b>	<b>25%</b>		<b>25%</b>	<b>25%</b>
<b>TOTAL REVENUES</b>	<b>\$9,294,433</b>	<b>13%</b>	<b>\$82,208,256</b>	<b>\$10,095,832</b>	<b>12%</b>			<b>9%</b>

**LEGEND:**



Green = Annual Performance is within (or better than) expectations set in the budget  
 Yellow = Annual performance indicates this may become an area of concern in the future  
 Red = Annual Performance in this area is a cause for concern



# REVENUE STOPLIGHT CHART

## **Notes**

**Property Taxes:** Property taxes are due in April and October. See Revenue Charts for more details.

**State Collected Tax Revenues:** There is a two-month lag in the collection and remittance of certain revenues collected by the State. For example, sales tax remitted to the city in May and June is for business activities that occurred in March and April respectively. Revenues impacted by this delay are Sales Tax, Criminal Justice Sales Tax, Motor Vehicle Tax and Hotel/Motel Tax.

**One month benchmark is 8%**

**Sales & Use Operating:** See Sales Tax report for more details.

**Sales & Use Construction:** The Port of Seattle provided an updated construction vendor list in March 2024. The list has assisted us in properly identifying construction sales tax for allocation to the 301 Fund. See sales tax report for more details.

**Quarterly benchmark is 0**

**Leasehold Taxes:** These taxes are remitted to the State quarterly. The first payment for 2024 will occur in June. Payments are recorded in June, September, December and March.

**Two month benchmark is 17%**

**Parking Taxes:** Parking tax is based on the number of transactions that occur and not on occupancy or the value of service provided. There is a one month lag on collection of parking tax.

**Real Estate Excise Tax:** Real estate sales in the city continue to decline from 2022. Average sales for the first quarter of 2024 were \$8.5M compared to \$11.5M for the same time period in 2023.

## **Permits & Services**

**Business Licenses:** Fees are collected by the State and remitted regularly. Business License renewals are based on the timing of the businesses state license renewal.

**Parks Programs:** Includes revenues from classes, sports, senior, teen, and afterschool programs as well as facility rentals.

**Franchise Fees:** The collection of Franchise Fees vary from monthly to quarterly, depending on the contract.

**GMA Traffic Impact Fees:** Traffic impact fees are dependent upon the type of development within the City and anticipated vehicle trip generation. Currently there is 1 large project and several smaller projects in the city contributing.

**Stormwater Fees:** Fees are collected by King County with Property taxes.

**Long Term Leases:** Due to new accounting standards a portion of the lease payment is now captured in the Interest category.

# REVENUE STOPLIGHT CHART

## **Grants**

Operating & Other Grants: Includes Budgeted Revenue for ARPA/SLFRF (\$1.1mil) not recongnized as revenue until expended.

Parks Capital Grants: Includes grants for the BMX Track Lighting and the Prop 1 - KC Parks Expansion Levy.

Transportation Capital Grants: Includes grants for S 34th Phase II and Airport Station Area Progject.

Investment Interest: Investments in 2024 have yielded higher returns than budgeted.

Other Revenues: Other revenues account for State shared revenues, Equip replacement charges, Court revenue and fines, and other Miscellaneous revenue.

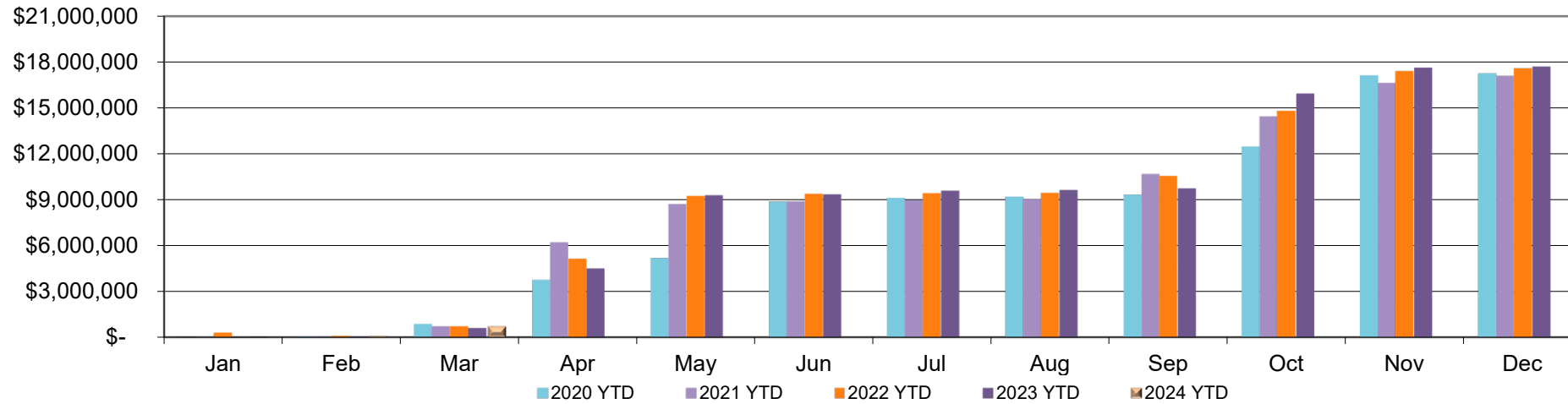
REVENUE  
CHARTS  
&  
SALES TAX  
REPORT

**City of SeaTac  
Year to Year Revenue Comparison**

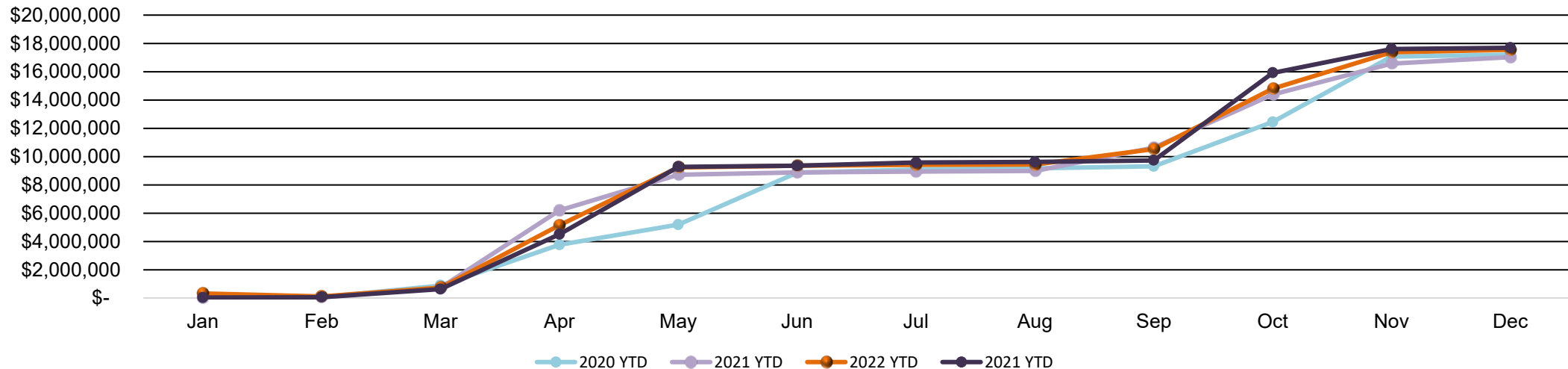
**Property Taxes**

Month	2020	2020 YTD	2021	2021 YTD	2022	2022 YTD	2023	2023 YTD	2024	2024 YTD	Variance YTD
Jan	\$ 16,551	\$ 16,551	\$ 14,507	\$ 14,507	\$ 316,770	\$ 316,770	\$ 31,311	\$ 31,311	\$ 27,713	\$ 27,713	\$ (3,598)
Feb	\$ 40,881	\$ 57,433	\$ 44,723	\$ 59,230	\$ (206,666)	\$ 110,103	\$ 29,013	\$ 60,324	\$ 59,421	\$ 87,134	\$ 26,810
Mar	\$ 825,799	\$ 883,232	\$ 671,760	\$ 730,989	\$ 626,393	\$ 736,497	\$ 570,389	\$ 630,713	\$ 596,033	\$ 683,167	\$ 52,454
Apr	\$ 2,871,481	\$ 3,754,713	\$ 5,457,073	\$ 6,188,062	\$ 4,399,587	\$ 5,136,084	\$ 3,869,010	\$ 4,499,724	\$ -	\$ -	\$ -
May	\$ 1,428,855	\$ 5,183,568	\$ 2,519,398	\$ 8,707,459	\$ 4,096,874	\$ 9,232,957	\$ 4,775,188	\$ 9,274,912	\$ -	\$ -	\$ -
Jun	\$ 3,673,890	\$ 8,857,458	\$ 172,767	\$ 8,880,226	\$ 125,898	\$ 9,358,856	\$ 73,619	\$ 9,348,530	\$ -	\$ -	\$ -
Jul	\$ 226,347	\$ 9,083,804	\$ 66,120	\$ 8,946,347	\$ 55,686	\$ 9,414,541	\$ 227,310	\$ 9,575,840	\$ -	\$ -	\$ -
Aug	\$ 84,716	\$ 9,168,520	\$ 42,002	\$ 8,988,349	\$ 11,892	\$ 9,426,434	\$ 40,807	\$ 9,616,647	\$ -	\$ -	\$ -
Sep	\$ 138,749	\$ 9,307,269	\$ 1,642,017	\$ 10,630,366	\$ 1,099,087	\$ 10,525,521	\$ 112,315	\$ 9,728,962	\$ -	\$ -	\$ -
Oct	\$ 3,130,160	\$ 12,437,429	\$ 3,759,188	\$ 14,389,555	\$ 4,270,037	\$ 14,795,558	\$ 6,191,227	\$ 15,920,189	\$ -	\$ -	\$ -
Nov	\$ 4,635,692	\$ 17,073,121	\$ 2,188,982	\$ 16,578,536	\$ 2,573,226	\$ 17,368,784	\$ 1,689,853	\$ 17,610,042	\$ -	\$ -	\$ -
Dec	\$ 127,906	\$ 17,201,027	\$ 449,898	\$ 17,028,434	\$ 179,732	\$ 17,548,516	\$ 78,361	\$ 17,688,402	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 17,201,027</b>	<b>\$ 17,300,000</b>	<b>\$ 17,028,434</b>	<b>\$ 17,400,000</b>	<b>\$ 17,548,516</b>	<b>\$ 17,400,000</b>	<b>\$ 17,688,402</b>	<b>\$ 17,600,000</b>	<b>\$ 683,167</b>	<b>\$ 18,600,000</b>	<b>3.7%</b>

**Property Tax Comparisons YTD**



**Property Tax Comparisons YTD**



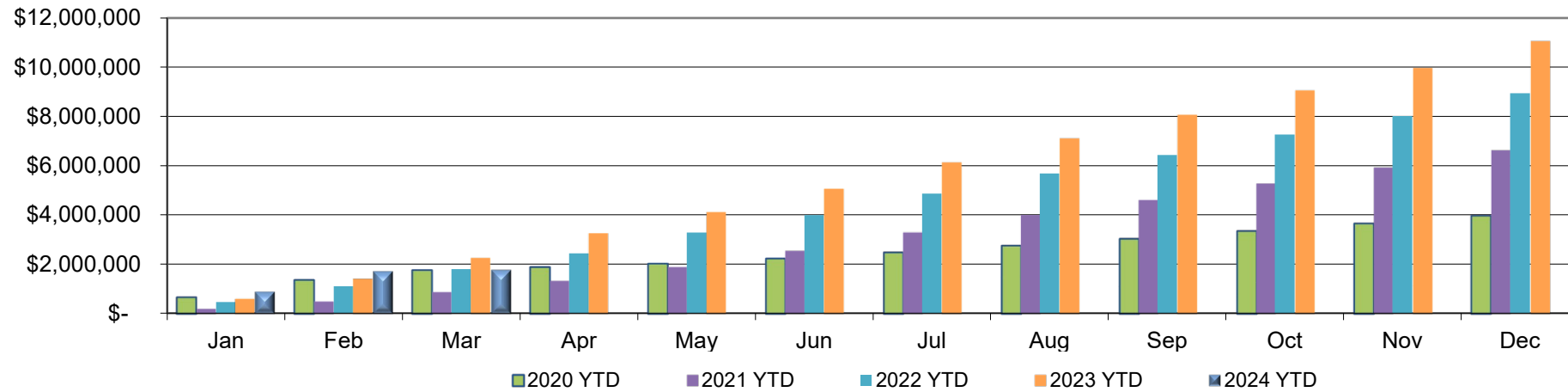
**City of SeaTac  
Year to Year Revenue Comparison**

**Parking Tax**

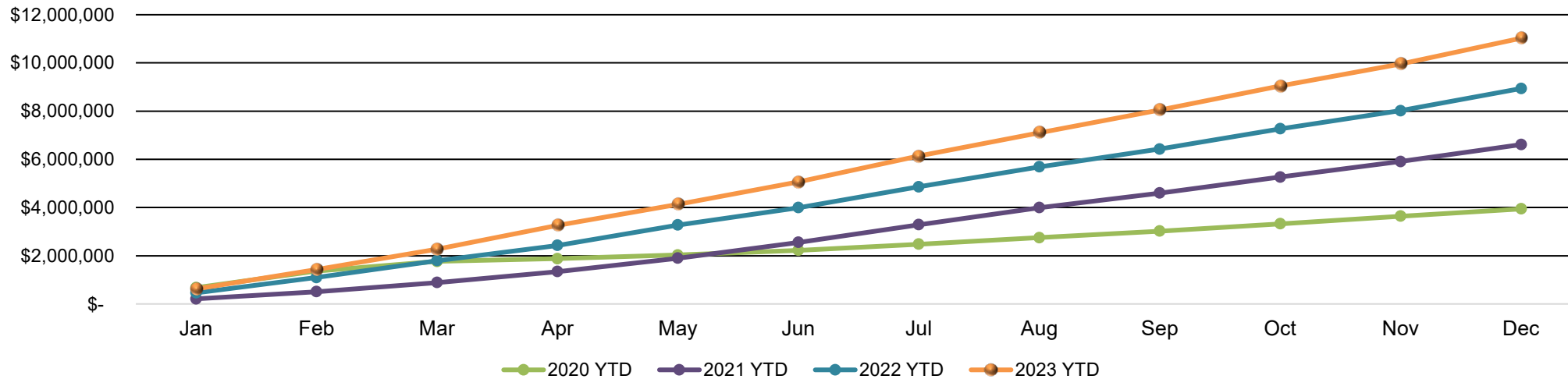
*(There is a 30 day delay for remittance to City)*

Month	2020	2020 YTD	2021	2021 YTD	2022	2022 YTD	2023	2023 YTD	2024	2024 YTD	Variance YTD
Jan	\$ 675,925	\$ 675,925	\$ 211,221	\$ 211,221	\$ 459,641	\$ 459,641	\$ 622,566	\$ 622,566	\$ 876,056	\$ 876,056	\$ 253,490
Feb	\$ 691,803	\$ 1,367,728	\$ 298,641	\$ 509,862	\$ 633,103	\$ 1,092,744	\$ 802,481	\$ 1,425,047	\$ 811,516	\$ 1,687,571	\$ 262,525
Mar	\$ 398,970	\$ 1,766,698	\$ 377,044	\$ 886,906	\$ 702,621	\$ 1,795,365	\$ 842,611	\$ 2,267,657	\$ 42,161	\$ 1,729,732	\$ (537,926)
Apr	\$ 112,981	\$ 1,879,679	\$ 453,841	\$ 1,340,747	\$ 633,159	\$ 2,428,525	\$ 995,359	\$ 3,263,016	\$ -	\$ -	\$ -
May	\$ 148,099	\$ 2,027,778	\$ 559,608	\$ 1,900,355	\$ 843,245	\$ 3,271,769	\$ 867,548	\$ 4,130,565	\$ -	\$ -	\$ -
Jun	\$ 196,226	\$ 2,224,004	\$ 652,652	\$ 2,553,006	\$ 722,360	\$ 3,994,130	\$ 929,131	\$ 5,059,695	\$ -	\$ -	\$ -
Jul	\$ 252,432	\$ 2,476,436	\$ 732,019	\$ 3,285,026	\$ 864,534	\$ 4,858,664	\$ 1,074,263	\$ 6,133,958	\$ -	\$ -	\$ -
Aug	\$ 275,119	\$ 2,751,554	\$ 711,264	\$ 3,996,290	\$ 825,578	\$ 5,684,242	\$ 970,349	\$ 7,104,307	\$ -	\$ -	\$ -
Sep	\$ 271,247	\$ 3,022,801	\$ 607,069	\$ 4,603,359	\$ 743,953	\$ 6,428,194	\$ 945,243	\$ 8,049,550	\$ -	\$ -	\$ -
Oct	\$ 303,736	\$ 3,326,537	\$ 662,931	\$ 5,266,290	\$ 841,496	\$ 7,269,691	\$ 993,366	\$ 9,042,916	\$ -	\$ -	\$ -
Nov	\$ 313,207	\$ 3,639,744	\$ 640,957	\$ 5,907,248	\$ 750,999	\$ 8,020,690	\$ 915,428	\$ 9,958,344	\$ -	\$ -	\$ -
Dec	\$ 302,754	\$ 3,942,498	\$ 705,807	\$ 6,613,054	\$ 919,158	\$ 8,939,848	\$ 1,068,095	\$ 11,026,439	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 3,942,498</b>	<b>Budget \$ 9,922,887</b>	<b>\$ 6,613,054</b>	<b>Budget \$ 6,944,600</b>	<b>\$ 8,939,848</b>	<b>Budget \$ 6,944,600</b>	<b>\$ 11,026,439</b>	<b>\$ 8,925,000</b>	<b>\$ 1,729,732</b>	<b>\$ 10,174,500</b>	<b>% of Budget 17.0%</b>

**Parking Tax Comparison YTD**



**Parking Tax Comparison YTD**

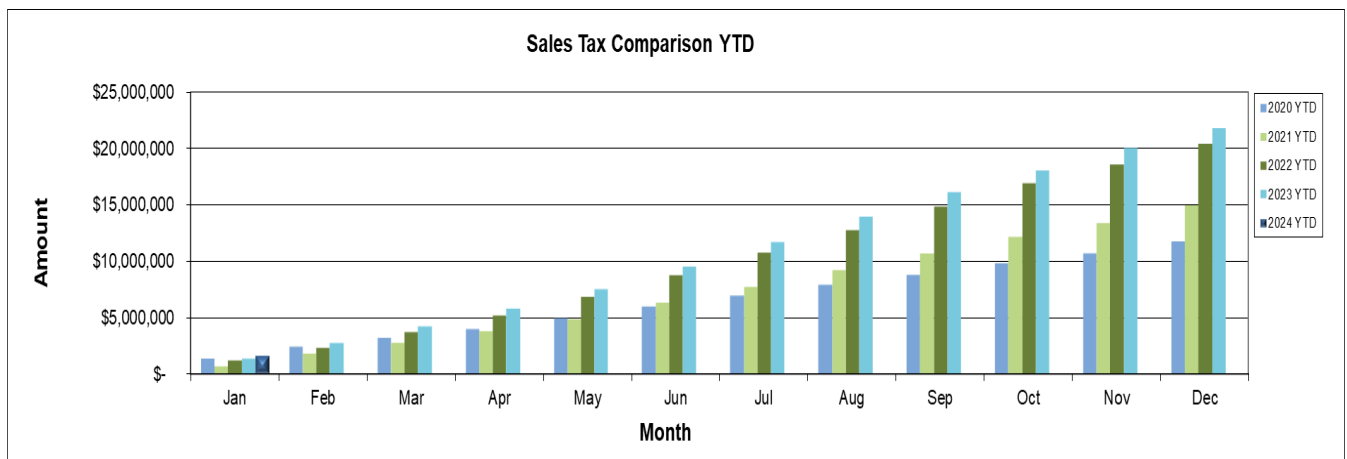


## Sales Tax

When analyzing monthly sales tax receipts, there are two items of note: First, most businesses remit their sales tax collections to the Washington State Department of Revenue (DOR) on a monthly basis. However, small businesses only have to remit quarterly or annually; this can create anomalies when comparing the same month between different years. Second, there is a two-month lag from the time sales tax is collected to the time it is distributed to the City.

The chart below reflects total sales tax paid to the City, both operational and Port construction sales tax. Sales tax receipts in **January 2024** were 10.5% above those from the same period of time in 2023, our highest performing year since 2019. Operational sales tax is received into the General Fund, while Port construction sales tax is received into the Municipal Capital Improvement Program Fund and pays for general capital improvements.

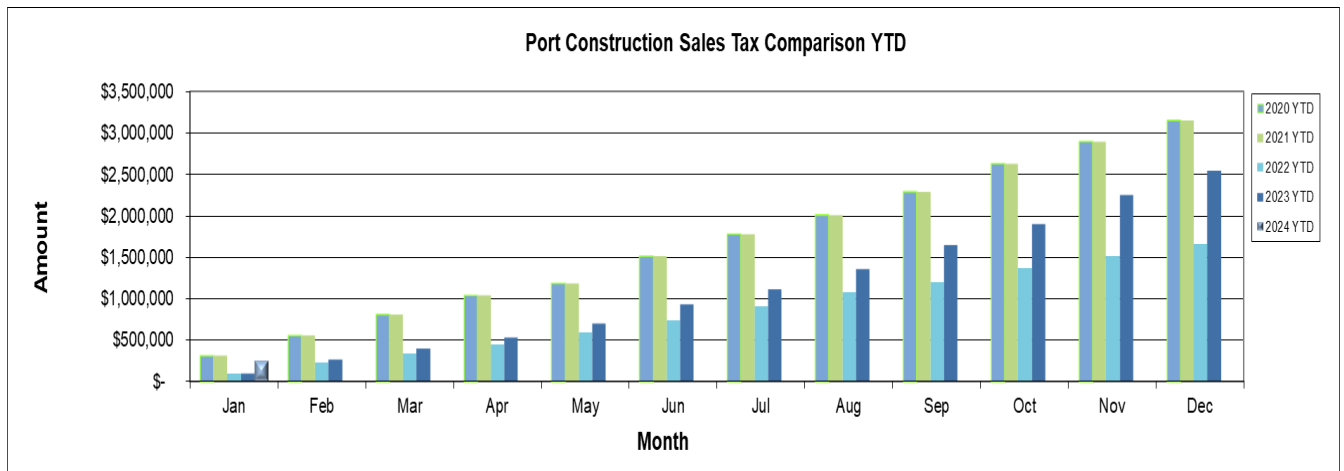
When comparing the budget estimate to actual, collections are tracking just higher than budget estimates for the period.



## Construction Sales Tax

Construction sales tax is considered a highly volatile one-time revenue because it is completely dependent on Port projects and once the project is complete the revenue is gone. In 2003, the City decided to dedicate construction sales tax from Port of Seattle projects to fund capital improvements around the city. In November of 2018, the Port provided the city the first list of construction vendors to assist us with accurately identifying the payers of the tax. This resulted in a significant increase in revenue to the fund and now the Port provides a list to us each year. It is important to note, prior to 2018 the tax was deposited into the general fund.

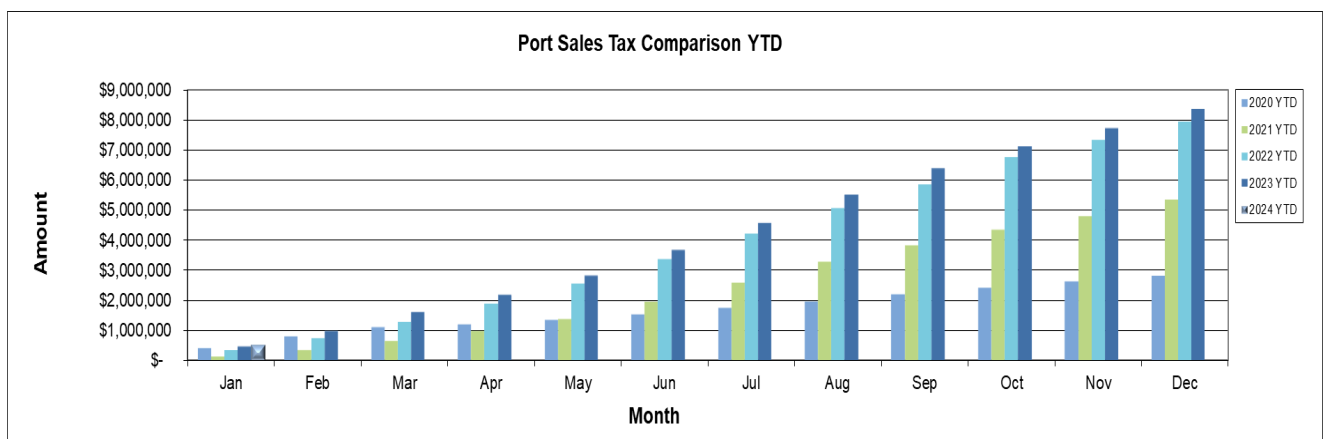
The baggage optimization, C Concourse Expansion, and SEA Gateway projects are currently underway and future projects include the IAF Airline Realignment and South Concourse Evolution. Construction sales tax receipts have grown significantly over 2023 with a 141% (\$140,991) increase in January 2024. In January, identifiable Port Construction Sales Tax is about 61% of total sales tax from construction activities throughout the city.



## Port Sales Tax

The chart below tracks the sales tax attributed to retail trade specifically at the airport.

Revenue in **January 2024** is up 5.6% from **January 2023** making 2024 the highest performing year to date. The opening of the new North Satellite and the International Arrivals Facility has contributed to the increase in sales tax collection.



## Sales Tax by Sector

Comparing sales tax data by sector allows for better understanding of where the City's revenues are coming from, and therefore, track trends that may impact various sectors differently. Comparing monthly data year over year provides a better insight into business sector performance, controlling for seasonal cycles in sales as well as occasional adjustments.

In analyzing all sectors operating within the City of SeaTac for the past five years the top five sectors are:

- Retail Trade;
- Accommodations & Food Services;
- Construction;
- Transportation/Warehousing/Utilities, and
- Finance/Insurance/Real Estate.

Other sectors Operating within the City include:

- Services,
- Manufacturing;
- Wholesale Trade;
- Arts/Entertainment/Recreation;
- Administration/Support/Waste Management;
- Information; and
- Public Administration.



The following table illustrates the **January** performance of the 5 top sectors compared to all other sectors over the last five years.

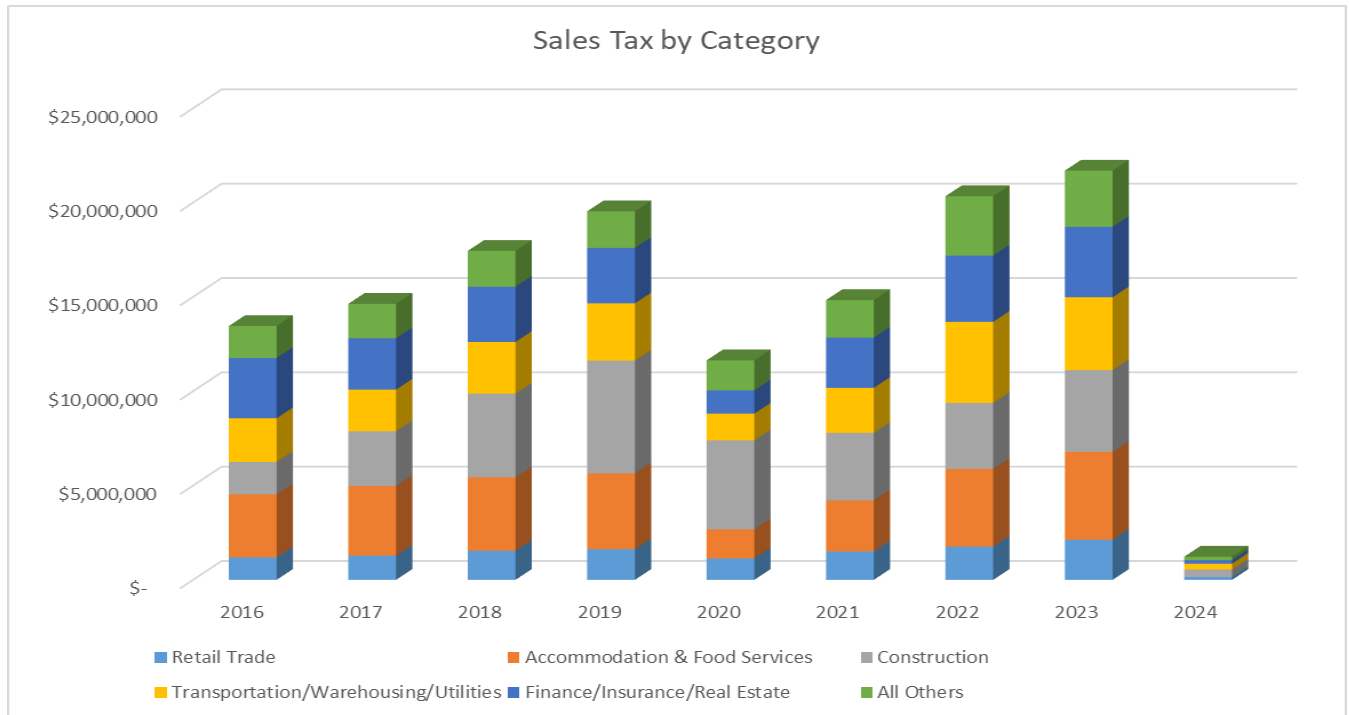
In 2024, **Retail** fell **27.9%** with a decline in home furnishings, sporting goods, and clothing sales and All Other sectors decreased **20.7%**. **Construction** was up **112.3%** and **Accommodation & Food Services** increased **10.8%**.

**January** saw a total increase of **10.5%**, compared to 2023 which saw a **19.9%** increase overall.

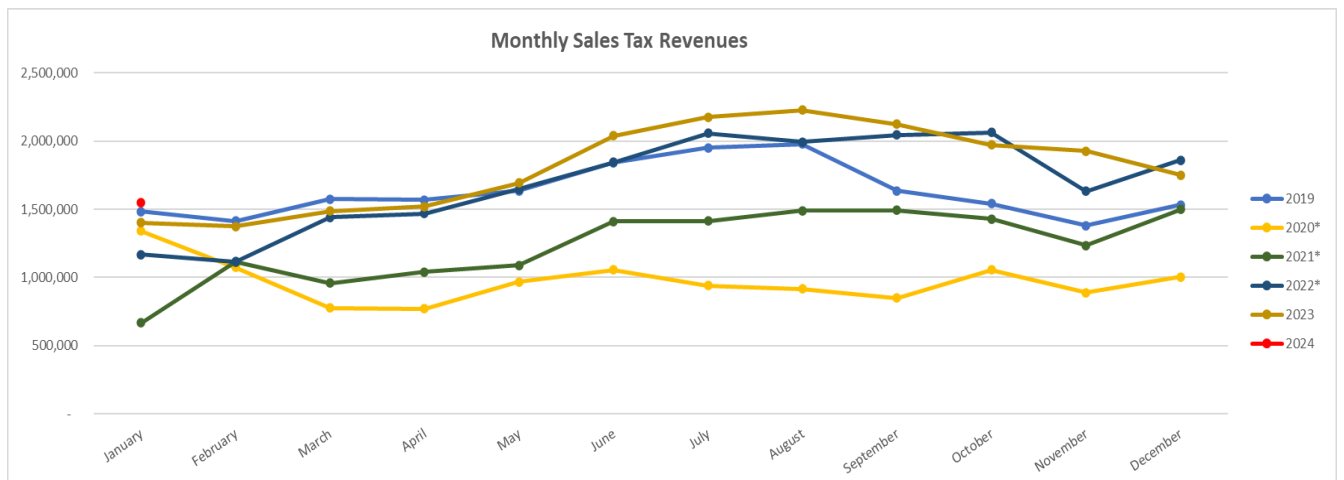
	January				
	2020	2021	2022	2023	2024
<b>Retail Trade</b>	<b>\$ 103,953</b>	<b>\$ 83,187</b>	<b>\$ 116,416</b>	<b>\$ 208,587</b>	<b>\$ 150,323</b>
\$ Change	\$ (13,171)	\$ (20,766)	\$ 33,229	\$ 92,171	\$ (58,264)
% Change	-11.2%	-20.0%	39.9%	79.2%	-27.9%
% of Total	7.8%	6.2%	17.5%	17.8%	10.7%
<b>Accommodation &amp; Food Services</b>	<b>\$ 288,170</b>	<b>\$ 97,703</b>	<b>\$ 218,487</b>	<b>\$ 288,259</b>	<b>\$ 319,406</b>
\$ Change	\$ 27,108	\$ (190,467)	\$ 120,784	\$ 69,772	\$ 31,147
% Change	10.4%	-66.1%	123.6%	31.9%	10.8%
% of Total	21.5%	14.7%	18.7%	20.6%	20.6%
<b>Construction</b>	<b>\$ 455,159</b>	<b>\$ 256,501</b>	<b>\$ 205,216</b>	<b>\$ 187,429</b>	<b>\$ 397,983</b>
\$ Change	\$ (132,885)	\$ (198,658)	\$ (51,285)	\$ (17,787)	\$ 210,554
% Change	-22.6%	-43.6%	-20.0%	-8.7%	112.3%
% of Total	34.0%	38.5%	17.6%	13.4%	25.7%
<b>Transportation/Warehousing/Utilities</b>	<b>\$ 184,209</b>	<b>\$ 106,801</b>	<b>\$ 277,966</b>	<b>\$ 301,825</b>	<b>\$ 309,744</b>
\$ Change	\$ (37,996)	\$ (77,408)	\$ 171,165	\$ 23,859	\$ 7,919
% Change	-17.1%	-42.0%	160.3%	8.6%	2.6%
% of Total	13.7%	16.0%	23.8%	21.5%	20.0%
<b>Finance/Insurance/Real Estate</b>	<b>\$ 167,555</b>	<b>\$ 74,438</b>	<b>\$ 151,280</b>	<b>\$ 184,920</b>	<b>\$ 188,760</b>
\$ Change	\$ 17,641	\$ (93,117)	\$ 76,842	\$ 33,640	\$ 3,840
% Change	11.8%	-55.6%	103.2%	22.2%	2.1%
% of Total	12.5%	11.2%	12.9%	13.2%	12.2%
<b>All Others</b>	<b>\$ 141,429</b>	<b>\$ 47,485</b>	<b>\$ 199,324</b>	<b>\$ 230,763</b>	<b>\$ 182,903</b>
\$ Change	\$ (3,339)	\$ (93,944)	\$ 151,839	\$ 31,439	\$ (47,860)
% Change	-2.3%	-66.4%	319.8%	15.8%	-20.7%
% of Total	10.6%	7.1%	17.1%	16.5%	11.8%
<b>Total</b>	<b>\$ 1,340,475</b>	<b>\$ 666,115</b>	<b>\$ 1,168,689</b>	<b>\$ 1,401,783</b>	<b>\$ 1,549,119</b>
\$ Change	\$ (142,642)	\$ (674,360)	\$ 502,574	\$ 233,094	\$ 147,336
% Change	-9.6%	-50.3%	75.4%	19.9%	10.5%

**February** sales tax receipts are not included in the first quarter reports, due to the two-month lag from the time sales tax is collected to the time it is distributed to the City and the timing of this report.

The bar chart below shows sales tax year over year and the impacts of the pandemic on sales tax collections by category. 2024 accounts for 1 month of tax collection.



The line graph below shows SeaTac’s sales tax revenue month over month through **January 2024** compared to the five prior years and shows collections tracking over all other years. In the **2023** reports, we anticipated the signs of recession/inflation concerns and declining consumer confidence would impact our sales tax collections. While that did not materialize, we are remaining aware of the impacts of high interest rates on consumer spending and continue to monitor for signs of declining sales tax over the remainder of the year.



# EXPENDITURE STOPLIGHT CHART

## BUDGETED EXPENSE BY COST CATEGORY (NO TRANSFERS)

Actuals thru March 31, 2024

<u>Expense Category</u>	<u>2023 YTD ACTUAL</u>	<u>2023 % of Budget</u>	<u>2024 Annual BUDGET</u>	<u>2024 YTD ACTUAL</u>	<u>Percent Expended</u>	
PERSONNEL	\$ 4,977,532	22%	\$ 26,651,349	\$ 5,658,591	21%	●
SUPPLIES	\$ 236,456	23%	\$ 1,036,195	\$ 173,641	17%	●
SERVICES & CHARGES	\$ 2,718,551	19%	\$ 22,748,857	\$ 1,698,410	7%	●
POLICE- Base ILA with King Co.	\$ -	*	\$ 16,540,028	\$ -	*	●
FIRE/EMS- ILA with Kent RFA	\$ 2,707,713	24%	\$ 12,562,281	\$ -	*	●
CAPITAL	\$ 525,706	3%	\$ 40,480,228	\$ 1,637,906	4%	●
DEBT SERVICE	\$ -	*	\$ 141,539	\$ 2,608	2%	
<b>TOTAL EXPENSES</b>	<b>\$ 11,165,958</b>	<b>13%</b>	<b>\$ 120,160,477</b>	<b>\$ 9,171,156</b>	<b>8%</b>	●

YTD Target: 25%

**LEGEND:**

- Green = Annual Performance is within (or better than) expectations set in the budget
- Yellow = Annual performance indicates this may become an area of concern in the future
- Red = Annual Performance in this area is a cause for concern

**Notes**

General Fund: 47% of the total General Fund budget is allocated to contracted police and fire services; 33% is allocated to Personnel.

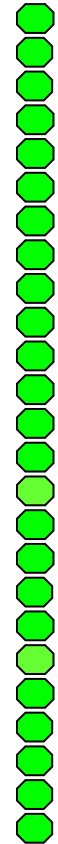
Police Contract: King County "trues up" 2023 contract costs in the first half of 2024. A reconciling bill is provided in May for the first 5 months and any credit or additional cost owed from the previous year.

Capital: See Capital Expense report for project status.

Debt Service: Polaris Lease is captured as debt service - GASB - 87. SCORE Bond debt service for 2024 will be paid from SCORE contract revenue.

**City of SeaTac**  
**Summary of Expenditures by Fund and Department**  
**Expense to Budget Comparison**  
**Month Ending March 31, 2024**

GENERAL FUND		2023 YTD	2023 %	2024 Budget	2024 Q1 Actual	2024 YTD	YTD %
Department	Section	Actual	Expended			Expended	Expended
City Council		\$ 128,191	39%	\$ 339,172	\$ 132,532	\$ 132,532	39%
Municipal Court		\$ 314,371	26%	\$ 1,792,855	\$ 365,866	\$ 365,866	20%
City Manager		\$ 430,664	20%	\$ 2,454,645	\$ 457,362	\$ 457,362	19%
Finance & Systems		\$ 939,208	32%	\$ 3,653,365	\$ 814,607	\$ 814,607	22%
Legal Services		\$ 1,101,853	34%	\$ 3,899,885	\$ 545,923	\$ 545,923	14%
Human Resources		\$ 171,559	17%	\$ 1,155,564	\$ 217,561	\$ 217,561	19%
Police Services		\$ 715,525	5%	\$ 17,687,374	\$ 262,801	\$ 262,801	1%
Fire Services		\$ 2,737,186	25%	\$ 12,604,737	\$ 6,424	\$ 6,424	0%
	<i>Central Facilities</i>	\$ 245,136	20%	\$ 1,419,297	\$ 285,118	\$ 285,118	20%
	<i>Fire Stations (2)</i>	\$ 20,561	13%	\$ 84,225	\$ 17,562	\$ 17,562	21%
	<i>Maintenance Facility</i>	\$ 14,928	16%	\$ 93,602	\$ 16,450	\$ 16,450	18%
	<i>Park, CP &amp; Admin</i>	\$ 79,646	19%	\$ 912,268	\$ 210,924	\$ 210,924	23%
	<i>Rec. Svcs/Classes</i>	\$ 327,313	29%	\$ 698,229	\$ 174,068	\$ 174,068	25%
	<i>Rec Prgms/Camps</i>	\$ 200,905	17%	\$ 1,737,730	\$ 283,640	\$ 283,640	16%
	<i>Comm Ctr. Facility</i>	\$ 33,245	19%	\$ 193,091	\$ 40,363	\$ 40,363	21%
	<i>Parks Maintenance</i>	\$ 501,188	19%	\$ 2,996,920	\$ 547,472	\$ 547,472	18%
Parks & Recreation Total		\$ 1,422,923	20%	\$ 8,135,362	\$ 1,575,596	\$ 1,575,596	19%
	<i>Planning</i>	\$ 273,991	20%	\$ 2,070,200	\$ 303,940	\$ 303,940	15%
	<i>Permitting</i>	\$ 179,932	23%	\$ 926,958	\$ 178,852	\$ 178,852	19%
	<i>Building</i>	\$ 230,532	20%	\$ 1,439,495	\$ 256,695	\$ 256,695	18%
	<i>Economic Dvlpmnt</i>	\$ 52,185	15%	\$ 506,654	\$ 38,125	\$ 38,125	8%
	<i>Code Compliance</i>	\$ 73,838	16%	\$ 482,774	\$ 52,953	\$ 52,953	11%
	<i>Human Services</i>	\$ 55,982	5%	\$ 1,557,150	\$ 76,390	\$ 76,390	5%
Comm & Econ Devm't Total		\$ 866,461	17%	\$ 6,983,231	\$ 906,956	\$ 906,956	13%
<b>TOTAL GENERAL FUND</b>		<b>\$ 8,827,943</b>	<b>18%</b>	<b>\$ 58,706,190</b>	<b>\$ 5,285,628</b>	<b>\$ 5,285,628</b>	<b>9%</b>



YTD Target: 25%

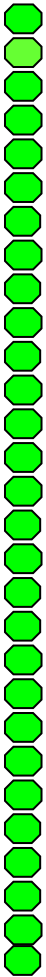
**Summary of Expenditures by Department and Division Notes:**

City Council - City memberships are paid at the beginning of the year.

Comm & Econ Devm't/Human Services - Human Services contract payments begin in April.

**City of SeaTac**  
**Summary of Expenditures by Fund and Department**  
**Expense to Budget Comparison**  
**Month Ending March 31, 2024**

OTHER FUNDS	Fund Name	2023 YTD Actual	2023 % Expended	2024 Budget	2024 Q1 Actual	YTD Actual Expended	YTD % Expended
	Roadway Maintenance	\$ 477,936	19%	\$ 2,926,026	\$ 493,305	\$ 493,305	17%
	Snow and Ice Control	\$ 38,016	37%	\$ 152,366	\$ 39,881	\$ 39,881	26%
	Engineering Review	\$ 86,994	21%	\$ 392,056	\$ 48,193	\$ 48,193	12%
	Admin & Engineering	\$ 320,384	20%	\$ 1,985,425	\$ 338,850	\$ 338,850	17%
	Capital and Transfers	\$ 65,539	5%	\$ 1,960,851	\$ 152,412	\$ 152,412	8%
102	Street Fund Total	\$ 988,868	16%	\$ 7,416,724	\$ 1,072,641	\$ 1,072,641	14%
105	Port of Seattle ILA	\$ 2,582	0%	\$ 1,659,675	\$ 2,939	\$ 2,939	0%
106	Transit Planning	\$ 172	0%	\$ 50,357	\$ 123	\$ 123	0%
107	Hotel/Motel Tax	\$ 101,509	7%	\$ 2,251,732	\$ 127,447	\$ 127,447	6%
108	Building Mgmt	\$ 69,549	24%	\$ 290,141	\$ 70,035	\$ 70,035	24%
111	DC Basin ILA	\$ 512	0%	\$ 3,378,921	\$ 24,284	\$ 24,284	1%
112	Affordable Housing ST	\$ -	0%	\$ 195,293	\$ 34,405	\$ 34,405	18%
113	ARPA Grant	\$ 34,297	3%	\$ 5,433,306	\$ 178,008	\$ 178,008	3%
114	Restricted Public Safety	\$ 1,804	3%	\$ 100,986	\$ 11,646	\$ 11,646	12%
207	2019 Score Bonds	\$ -	0%	\$ 141,539	\$ -	\$ -	0%
301	Municipal CIP	\$ 223,279	2%	\$ 13,084,358	\$ 480,537	\$ 480,537	4%
306	Facility Construction CIP	\$ -	0%	\$ 748,912	\$ 115,608	\$ 115,608	15%
307	Transportation CIP	\$ 632,620	13%	\$ 17,044,571	\$ 936,396	\$ 936,396	5%
308	Light Rail Area CIP	\$ -	0%	\$ 810,101	\$ -	\$ -	0%
	SWM Admin	\$ 95,088	13%	\$ 926,532	\$ 117,645	\$ 117,645	13%
	SWM Compliance	\$ 106,493	15%	\$ 771,679	\$ 149,909	\$ 149,909	19%
	SWM Maintenance	\$ 269,375	24%	\$ 1,211,299	\$ 271,389	\$ 271,389	22%
	SWM Engineering Rev	\$ 73,843	21%	\$ 376,987	\$ 47,749	\$ 47,749	13%
	Capital and Transfers	\$ 85,321	6%	\$ 2,767,383	\$ 91,369	\$ 91,369	3%
403	Surface Wtr Mgt Total	\$ 630,120	14%	\$ 6,053,880	\$ 678,060	\$ 678,060	11%
404	Solid Waste & Env	\$ 37,872	12%	\$ 414,397	\$ 35,726	\$ 35,726	9%
501	Equipment Rental	\$ 124,935	7%	\$ 3,522,917	\$ 397,559	\$ 397,559	11%
<b>SUBTOTAL OTHER FUNDS</b>		<b>\$ 2,848,120</b>	<b>8%</b>	<b>\$ 62,597,810</b>	<b>\$ 4,165,413</b>	<b>\$ 4,165,413</b>	<b>7%</b>
<b>ALL FUNDS - EXPENDITURE TOTAL</b>		<b>\$ 11,676,062</b>	<b>14%</b>	<b>\$ 121,304,000</b>	<b>\$ 9,451,041</b>	<b>\$ 9,451,041</b>	<b>8%</b>



YTD Target: 25%

**City of SeaTac  
ARPA Fund  
Cash Basis Report  
Month Ending March 31, 2024**

ARPA Fund Program Name	2022 Actual	2023 Actual	2024 Budget	2024 Q1 Actual	2024 YTD Actual	2025-2026 Estimated Budget	Totals & Estimated Cash Available
<b>Beginning Cash Balance</b>							<b>\$ 8,115,494</b>
<b>Revenue</b>							
Interest	\$ 68,336	\$ 280,706	\$ 18,695	\$ 70,276	\$ 70,276	\$ 150,000	<b>\$ 517,737</b>
<b>Expenditures</b>							
Salaries & Wages	\$ 25,302	\$ 96,888	\$ 108,248	\$ 26,125	\$ 26,125	\$ 233,200	
Benefits	\$ 10,751	\$ 36,214	\$ 43,754	\$ 9,553	\$ 9,553	\$ 125,000	
Supplies	\$ 853	\$ 5,989	\$ 16,000	\$ 83	\$ 83	\$ 16,000	
Services	\$ 596	\$ 9,070	\$ 156,418	\$ 12,950	\$ 12,950	\$ 75,000	
Community Outreach Services - CMO	\$ 37,502	\$ 148,160	\$ 324,420	\$ 48,710	\$ 48,710	\$ 449,200	<b>\$ 959,282</b>
Website Redesign - CMO	\$ -	\$ -	\$ 202,850	\$ -	\$ -	\$ 50,000	<b>\$ 252,850</b>
Salaries & Wages	\$ -	\$ 19,830	\$ 113,725	\$ 24,866	\$ 24,866	\$ 241,830	
Benefits	\$ -	\$ 3,862	\$ 55,028	\$ 4,833	\$ 4,833	\$ 125,000	
Supplies	\$ -	\$ 120	\$ -	\$ -	\$ -	\$ 250	
Services	\$ -	\$ -	\$ 880	\$ 1,569	\$ 1,569	\$ 2,500	
Grant Administration - Finance	\$ -	\$ 23,812	\$ 169,633	\$ 31,269	\$ 31,269	\$ 369,580	<b>\$ 563,025</b>
Network Security Subscription	\$ -	\$ 40,646	\$ 42,713	\$ -	\$ -	\$ 92,890	
Microsoft Teams Phone Conversion	\$ -	\$ -	\$ 86,776	\$ -	\$ -	\$ 18,068	
Audio Visual Upgrades	\$ -	\$ 307,629	\$ 103,209	\$ 58,266	\$ 58,266	\$ 15,000	
Wireless Access Point Upgrades	\$ -	\$ 21,139	\$ 9,034	\$ -	\$ -	\$ -	
UPS Modernization	\$ -	\$ -	\$ 20,442	\$ -	\$ -	\$ -	
Information Systems Services - Systems	\$ -	\$ 369,414	\$ 262,174	\$ 58,266	\$ 58,266	\$ 125,958	<b>\$ 757,546</b>
Salaries & Wages	\$ -	\$ -	\$ 102,532	\$ -	\$ -	\$ -	
Benefits	\$ -	\$ -	\$ 50,442	\$ -	\$ -	\$ -	
Supplies	\$ -	\$ -	\$ 4,200	\$ -	\$ -	\$ -	
Services	\$ -	\$ -	\$ 8,700	\$ -	\$ -	\$ -	
Mental Health Co-Responder - Police	\$ -	\$ -	\$ 165,874	\$ -	\$ -	\$ -	<b>\$ 165,874</b>
Salaries & Wages	\$ -	\$ -	\$ 240,964	\$ -	\$ -	\$ -	
Benefits	\$ -	\$ -	\$ 7,228	\$ -	\$ -	\$ -	
Supplies	\$ -	\$ -	\$ 11,808	\$ -	\$ -	\$ -	
Services	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	
Angle Lake Lifeguards - P&R	\$ -	\$ -	\$ 270,000	\$ -	\$ -	\$ -	<b>\$ 270,000</b>
Community Center Backup Generator- P&R	\$ -	\$ -	\$ 382,900	\$ -	\$ -	\$ -	<b>\$ 382,900</b>
Small Business Capital Access Program	\$ -	\$ -	\$ 1,500,000	\$ -	\$ -	\$ -	
Digital MarketPlace	\$ -	\$ -	\$ 242,700	\$ -	\$ -	\$ -	
Regional FastTrack Childcare Initiative	\$ -	\$ 102,444	\$ 1,697,555	\$ 39,763	\$ 39,763	\$ -	
ANEW Apprenticeship Program	\$ -	\$ -	\$ 115,200	\$ -	\$ -	\$ -	
SeaTac Farmers Market	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	
Community & Economic Development	\$ -	\$ 102,444	\$ 3,655,455	\$ 39,763	\$ 39,763	\$ -	<b>\$ 3,757,899</b>
<b>Subtotal Expenditures</b>	<b>\$ 37,502</b>	<b>\$ 643,830</b>	<b>\$ 5,433,306</b>	<b>\$ 178,008</b>	<b>\$ 178,008</b>	<b>\$ 994,738</b>	
<b>Estimated Ending Cash Balance</b>							<b>\$ 1,523,855</b>

SALARY  
AND  
BENEFITS  
EXPENDITURES

**City of SeaTac  
Salaries & Benefits  
Summary by Fund and Department  
Month Ending March 31, 2024**

GENERAL FUND		2023 YTD	2023 %	2024 Q1		YTD Actual	YTD %
Department	Section	Actual	Expended	2024 Budget	Actual	Expended	Expended
City Council		\$ 55,407	25%	\$ 221,991	\$ 55,491	\$ 55,491	25%
Municipal Court		\$ 270,398	25%	\$ 1,654,216	\$ 324,304	\$ 324,304	20%
City Manager	City Manager Admin	\$ 238,601	23%	\$ 1,272,301	\$ 287,004	\$ 287,004	23%
	Communications	\$ 110,755	19%	\$ 665,826	\$ 128,936	\$ 128,936	19%
	<b>City Manager Total</b>	\$ 349,356	21%	\$ 1,938,127	\$ 415,940	\$ 415,940	21%
Finance & Systems	Finance Administration	\$ 276,441	24%	\$ 1,263,664	\$ 295,035	\$ 295,035	23%
	Systems/GIS	\$ 250,514	23%	\$ 1,544,007	\$ 336,071	\$ 336,071	22%
	<b>Finance &amp; Systems Total</b>	\$ 526,955	24%	\$ 2,807,671	\$ 631,107	\$ 631,107	22%
Legal Services	City Clerk	\$ 122,650	25%	\$ 390,025	\$ 93,714	\$ 93,714	24%
	Legal	\$ 373,969	25%	\$ 1,742,016	\$ 404,072	\$ 404,072	23%
	<b>Legal Services Total</b>	\$ 496,619	25%	\$ 2,132,041	\$ 497,786	\$ 497,786	23%
Human Resources	Human Resources	\$ 134,878	19%	\$ 823,514	\$ 191,997	\$ 191,997	23%
	Retired Fire Service - LEOFF 1	\$ 12,191	22%	\$ 65,471	\$ 9,001	\$ 9,001	14%
	<b>Human Resources Total</b>	\$ 147,069	19%	\$ 888,985	\$ 200,998	\$ 200,998	23%
Police Services	Police Admin	\$ 29,654	24%	\$ 134,268	\$ 32,836	\$ 32,836	24%
	Parking Permit Program	\$ 53,446	27%	\$ 209,586	\$ 51,136	\$ 51,136	24%
	<b>Police Services Total</b>	\$ 83,100	26%	\$ 343,854	\$ 83,972	\$ 83,972	24%
Parks & Recreation	Central Facilities	\$ 162,415	25%	\$ 735,680	\$ 183,138	\$ 183,138	25%
	Park & Rec Admin.	\$ 74,902	20%	\$ 892,145	\$ 201,525	\$ 201,525	23%
	Rec. Svcs/Events	\$ 354,486	23%	\$ 1,472,663	\$ 264,513	\$ 264,513	18%
	Comm Center Operations	\$ 43,599	20%	\$ 408,438	\$ 98,542	\$ 98,542	24%
	Parks Maintenance	\$ 371,870	20%	\$ 1,905,728	\$ 395,044	\$ 395,044	21%
	<b>Parks &amp; Recreation Total</b>	\$ 1,007,272	22%	\$ 5,414,654	\$ 1,142,762	\$ 1,142,762	21%
Comm & Econ Devm't	Planning	\$ 269,117	23%	\$ 1,321,792	\$ 288,908	\$ 288,908	22%
	Building	\$ 220,993	26%	\$ 1,118,363	\$ 241,830	\$ 241,830	22%
	Permitting	\$ 159,396	24%	\$ 742,600	\$ 169,960	\$ 169,960	23%
	Econ Development	\$ 37,035	24%	\$ 173,511	\$ 35,374	\$ 35,374	20%
	Code Compliance	\$ 72,519	25%	\$ 333,872	\$ 47,521	\$ 47,521	14%
	Human Services	\$ 36,069	26%	\$ 332,997	\$ 80,173	\$ 80,173	24%
	<b>Comm &amp; Econ Devm't Total</b>	\$ 795,129	24%	\$ 4,023,135	\$ 863,766	\$ 863,766	21%
<b>TOTAL GENERAL FUND</b>		<b>\$ 3,731,304</b>	<b>23%</b>	<b>\$ 19,424,674</b>	<b>\$ 4,216,126</b>	<b>\$ 4,216,126</b>	<b>22%</b>

OTHER FUNDS		2023 YTD	2023 %	2024 Q1		YTD Actual	YTD %
Fund Name		Actual	Expended	2024 Budget	Actual	Expended	Expended
Roadway Maintenance		\$ 208,022	20%	\$ 1,314,857	\$ 241,700	\$ 241,700	18%
Engineering Review		\$ 76,911	21%	\$ 369,425	\$ 45,963	\$ 45,963	12%
Admin & Engineering		\$ 166,791	22%	\$ 858,865	\$ 189,496	\$ 189,496	22%
<b>102 Street Fund Total</b>		\$ 451,724	21%	\$ 2,543,147	\$ 477,160	\$ 477,160	19%
107 Hotel/Motel Tax Fund		\$ 33,199	10%	\$ 320,203	\$ 70,183	\$ 70,183	22%
113 ARPA Fund		\$ 31,943	11%	\$ 721,921	\$ 65,377	\$ 65,377	9%
307 Transportation CIP Fund		\$ 296,757	24%	\$ 1,332,333	\$ 329,234	\$ 329,234	25%
403 Surface Water Mgt.	SWM Admin	\$ 92,247	25%	\$ 412,407	\$ 102,925	\$ 102,925	25%
	SWM Compliance	\$ 40,865	10%	\$ 449,219	\$ 110,462	\$ 110,462	25%
	SWM Maintenance	\$ 168,658	24%	\$ 760,674	\$ 176,079	\$ 176,079	23%
	SWM Engineering Rev	\$ 68,647	20%	\$ 369,429	\$ 45,963	\$ 45,963	12%
404 Solid Waste & Environ		\$ 29,569	23%	\$ 176,496	\$ 30,748	\$ 30,748	17%
501 Equipment Rental Fund		\$ 31,311	25%	\$ 140,846	\$ 34,335	\$ 34,335	24%
<b>SUBTOTAL OTHER FUNDS</b>		<b>\$ 1,244,919</b>	<b>20%</b>	<b>\$ 7,226,675</b>	<b>\$ 1,442,465</b>	<b>\$ 1,442,465</b>	<b>20%</b>
<b>ALL FUNDS TOTAL</b>		<b>\$ 4,976,223</b>	<b>22%</b>	<b>\$ 26,651,349</b>	<b>\$ 5,658,591</b>	<b>\$ 5,658,591</b>	<b>21%</b>

YTD Target: 25%



**EMPLOYMENT BY DEPARTMENT**  
(Number of Full-Time Equivalent Positions - FTE's)

<u>By Dept. Headcount (Fund)</u>	<u>2019 ACTUAL</u>	<u>2020 ACTUAL</u>	<u>2021 ACTUAL</u>	<u>2022 ACTUAL</u>	<u>2023 BUDGET</u>	<u>2024 BUDGET</u>
City Council	0.42	0.42	0.42	0.42	0.42	0.42
Municipal Court	5.55	6.55	6.55	7.66	8.66	11.66
City Manager	9.00	9.00	8.20	10.20	10.20	11.20
Finance	14.00	13.00	13.00	14.00	17.00	8.50
Information Systems	0.00	0.00	0.00	0.00	0.00	9.50
Legal/City Clerk	11.00	11.38	11.38	12.38	12.00	12.00
Human Resources	3.00	3.00	3.00	3.00	4.00	4.00
Police-City Staff	1.00	1.00	1.00	1.00	3.00	4.00
Parks & Recreation	40.16	45.42	44.82	47.82	44.92	50.17
Public Works (102,106,307,403,404,501)	41.50	41.50	40.29	40.29	37.79	39.79
Community & Economic Devel. (001,107)	21.75	21.75	21.75	22.75	24.75	25.75
<b>Total City Full-Time Equivalent Positions</b>	<b>147.4</b>	<b>153.0</b>	<b>150.4</b>	<b>159.9</b>	<b>163.1</b>	<b>177.4</b>
Police Interlocal Dedicated FTE's	48.0	48.0	49.0	53.0	53.0	53.0
Fire Interlocal Dedicated FTE's	44.0	44.0	45.0	45.0	45.0	45.0
<b>Equivalent Service FTE's</b>	<b>239.4</b>	<b>245.0</b>	<b>244.4</b>	<b>257.9</b>	<b>261.1</b>	<b>275.4</b>

2024

<b>Court</b>	1 Add Administrative Assistant 1 1 Add Lead Judicial Support Specialist 1 Add Judicial Support Specialist
<b>City Manager's Office</b>	1 Add Special Capital Projects Manager (Limited Term)
<b>Finance</b>	-8.5 Move Information Systems to own Department
<b>Information Systems</b>	8.5 Move Information Systems to own Department from Finance 1 Add IS Business Analyst
<b>Police</b>	1 Add Mental Health Co-Responder
<b>Parks &amp; Recreation</b>	1 Add Administrative Assistant 2 4.25 Add Lifeguard FTE equivalent
<b>Public Works (102, 307,403,404,501)</b>	2 Add Maintenance Operations Workers
<b>Comm. Econ. Dev. (001,107)</b>	1 Add Commercial Plans Examiner

2023

<b>Court</b>	1 Add Community Court Coordinator
<b>Finance &amp; Systems</b>	1 Add Grant Administrator 1 Add Administrative Assistant II 1 Add IS Project Manager
<b>Legal</b>	-0.38 Remove Part-Time Prosecutor (Expired 12/31/2022)
<b>Human Resources</b>	1 Add HR Analyst
<b>Police</b>	2 Transfer Parking Compliance Officers from PW
<b>Parks &amp; Recreation</b>	-0.2 Add Rec 3 remove Rec 2 equivalents -2.7 Reduction of Seasonal Workers 1 Parks Operations Worker -1 Transfer Human Services Coordinator to CED
<b>Public Works (102,106,307,403,404,501)</b>	-2 Transfer Parking Compliance Officers To Police 1 Add Water Quality Technician -2 Remove Sound Transit Civil Engineers (Expired 12/31/2021) 0.5 Add PW Intern
<b>Comm. Econ. Dev. (001,107)</b>	1 Transfer Human Services Coordinator from Parks 1 Add Human Services Manager

2022

<b>Court</b>	1 Add Judicial Support Specialist POS ILA 0.1 Additional time for POS ILA - Judge
<b>City Manager</b>	1 Add Multimedia Video Specialist
<b>Finance &amp; Systems</b>	1 Add Community Outreach Strategist 1 Add IS Systems Analyst
<b>Legal</b>	1 Add Prosecuting Attorney
<b>Parks</b>	1 Add Volunteer and Special Events Coordinator 2 Add Parks Operations Workers -3.46 Remove Seasonal Parks Operations Workers
<b>Community &amp; Economic Development</b>	1 Add Long Range Planner

**EMPLOYMENT BY DEPARTMENT**  
(Number of Full-Time Equivalent Positions - FTE's)

<b>Police</b>	1	Add Captain
	3	Add Sergeants
<b><u>2021</u></b>		
<b>City Manager</b>	-0.8	Transfer Administrative Assistant II to PW
<b>Legal</b>	0.38	Add Part-Time Prosecutor (1/26/2021)
<b>Public Works</b>	0.8	Transfer Administrative Assistant II from City Manager Office
	-1	Remove Civil Engineer II
	-1	Remove Limited Term Sound Transit CAD Technician
<b>Fire</b>	1	Add Emergency Management Coordinator
<b><u>2020</u></b>		
<b>Court</b>	1	Add Judicial Support Specialist
<b>City Manager</b>	1	Added Digital Communications Strategist
	-1	Remove Out-going City Manager
<b>Finance &amp; Systems</b>	-1	Limited-Term GIS Analyst (Expired 12/31/2019)
<b>Legal</b>	0.38	Added Rule 9 Intern (Expired 12/31/2020)
<b>Parks</b>	1	Added Facilities Maintenance Worker 1
	1	Added Parks Operations Worker
	3.26	Correction of Part-Time/Seasonal Worker Hours
<b>Community &amp; Economic Development</b>	1	Add Economic Development Manager
	-1	Eliminate Code Compliance Supervisor
<b><u>2019</u></b>		
<b>City Manager</b>	1	Add Deputy City Manager
	1	Transfer
	-1	Administrativ
<b>Finance &amp; Systems</b>	1	Transfer Real Property Management Specialist to Finance
	1	Add GIS Analyst
	-1	Transfer Real Property Management Specialist to PW
<b>Parks</b>	2	Add Parks Operations Workers
	1	Add Parks Operations Supervisor
	0.34	Reduce
<b>Public Works (102,106,307,403,404,501)</b>	1	Add PW Maintenance & Operations Manager
	1	Transfer Real Property Management Specialist from Finance
	1	Add Limited-Term Engineering Review Technician
	2	Add Sound Transit Civil Engineer II
	2	Add Parking Officers
	0.25	Add Senior Planner
<b>Comm. Econ. Dev. (001,107)</b>	1	Add Code Compliance Supervisor
	-0.75	Transfer AA II Graphic Design Specialist to CMO
	0.75	Add Senior Planner

# CAPITAL EXPENDITURES

**City of SeaTac  
Capital Funds Summary  
Capital Expenditures by Type  
Month Ending March 31, 2024**

Type	Description	Annual BUDGET	YTD Actual Expended	YTD % Expended	Project Status
<b>62 Buildings</b>					
Fund 301	City Hall Impr. Inc HVAC Update	914,018	412,214	45%	Installation in progress
	City Hall Cubicles & Carpet Replacement				Project Complete 10/10/23, waiting for NOC paperwork to come back to release the retainage.
		63,900	9,400	15%	
	SeaTac Community Center Improvements	34,368	2,268	7%	Substantial completion
	Community Center HVAC Replacement	486,505	-	0%	Parts/Permitting/Planning
	SeaTac Community Center Remodel	175,000	-	0%	Delayed
Fund 306	Police Community Outreach Center	-	-		* Substantial completion
	Maintenance & Storage Facilities	401,812	115,608	29%	Design
	<b>Buildings Total</b>	<b>2,075,603</b>	<b>539,490</b>	<b>26%</b>	
<b>63 Other Improvements</b>					
Fund 102	Miller Creek Realignment & Daylighting	401,247	-	0%	
	2023 Overlay-S 154th St & S 160th St				Construction complete - Going to Council for Final 100% Acceptance on 5/14.
		61,469	61,469	100%	
	2024 Street Overlay	1,422,169	22,036	2%	In Design - Construction to start in July of 2024.
Fund 111	DMC Capital Replacement	2,935,804	-	0%	
Fund 113	Community Center Backup Generator	379,000	-	0%	On order
Fund 301	Angle Lake Fishing Pier/Boat Ramp	3,728,815	2,828	0%	Design
	SeaTac Des Moines Crk Park Trailhead	2,864,079	14,767	1%	Design
	Riverton Heights Spray Park	2,124,602	17,857	1%	Design
	Botanical Garden Entry Sign	120,000	-	0%	Planning
	Lighting at BMX Track	258,196	-	0%	Planning
	North Seatac Park Baseball Fields	300,000	-	0%	Planning
Fund 307	34th Ave S from S 160th to S 166th				In construction. Anticipate completion of construction in May 2024.
		1,547,089	289,911	19%	
	Airport Light Rail Station Pedestrian Imp				Design and Right of Way. Design is 90% complete.
		10,047,152	86,591	1%	Construction scheduled for Q2 2025.
	River Ridge Elementry Sidewalk				Construction complete. Working on closing out project with school district.
		226,922	-	0%	
	Intelligent Transportation Systems	100,000	23,270	23%	
	Pedestrian Crossing Program	200,000	-	0%	Plan to start construction summer of 2024
	34th Ave S/S 166th-S 176th	995,567	-	0%	30% Design
	S 204th St Improvements	1,409,490	15,481	1%	30% Design
	Neighborhood Multi-Model TIP	550,000	-	0%	
	Transportation Master Plan Update	599,210	189,585	32%	In Design
Fund 308	Gateway Treatments	799,700	-	0%	
Fund 403	Miller Creek Realignment & Daylight Project	895,115	-	0%	
	Water Quaility Retrofit Program	400,000	-	0%	
	S 166th St Drainage Improvements	210,556	-	0%	Planning
	2023 Annual Overlay SWM Project	424,199	-	0%	Construction complete
	2024 Annual Overlay SWM Project	500,000	6,991	1%	Construction to begin July of 2024
	<b>Other Improvements Total</b>	<b>33,500,381</b>	<b>730,786</b>	<b>2%</b>	
<b>64 Equipment</b>					

Type	Description	Annual BUDGET	YTD Actual Expended	YTD % Expended	Project Status
Fund 113	A/V SYSTEM UPGRADES-CH, ECC, COM CTR	97,213	58,266	60%	ECC and COM CTR are complete. CH is 50%
	UPS Modernization	20,442	-	0%	PO has been sent to vendor. Waiting for scheduling.
Fund 301	Permitting Software Update	68,557	-	0%	
	Financial Management System	1,816,650	-	0%	In Vendor Selection Process
	SeaTV Upgrade	16,505	-	0%	No projects planned
Fund 501	Vehicles/Heavy Equipment	2,428,085	309,365	13%	
	Tools and Equipment	456,792	-	0%	
	<b>Equipment Total</b>	<b>4,904,244</b>	<b>367,631</b>	<b>7%</b>	
	<b>Total Capital Expenditures</b>	<b>40,480,228</b>	<b>1,637,906</b>	<b>4%</b>	

Definition of Project Status Terms:

Planning = Includes scoping, budgeting, and grant funding work

Design = Includes both design and ROW acquisition work

Bid Advertisement = Advertising for construction bids

Construction = Construction contract awarded and project being built

Substantial Completion = Construction complete to a point where facility can be used or occupied

Final Acceptance = Owner acceptance of the facility/project as complete



# MEMORANDUM

To: Administration and Finance Committee  
Through: , Interim City Manager  
From: Gwen Pilo, Finance Director  
Date: May 2, 2024  
Re: March 31, 2024, Investment Report

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Attached is the March 2024 Portfolio Analysis Report.

At the end of March, the city had \$87,597,787 in cash and short-term investments and \$78,553,296 in long-term investments at market value. Total cash on hand and investments equals \$166,151,083, a decrease of \$35,058.

Interest received during the month was \$201,059 from bonds and \$344,611 from the LGIP. Interest paid for the year is \$1,542,599.

The 90-day T-bill is at 5.23%, down .02% from the previous month. The LGIP remained at 5.41% in March. The 2-year Treasury note is down 0.05% to 4.59%.

SeaTac Yield is 2.85%. We continue to lag behind our benchmark in the higher yield market, however as lower yield investments mature, they are reinvested at the current higher rates.

Total Funds City of SeaTac

Compliance Report

3/31/2024

Maturity Constraints	Policy Requirement	% of Total Accumulated	Portfolio Allocation	Within Limits
Under 30 days	10%	53%	87,597,787	YES
Under 1 year	25%	65%	108,151,664	YES
Under 5 years	100%	100%	166,151,083	YES
Maximum Weighted Average Maturity	3.00		2.06	
Maximum Single Maturity	5 Years		4.87	

Asset Allocation Diversification	Maximum Policy Allocation	Issuer Constraint	Percentage of Portfolio	Market Value	% within Limits
U.S. Treasury Obligations	100%		3.51%	\$ 5,836,365	
U.S. Agencies Primary	100%		41.19%	\$ 68,438,325	YES
FHLB		30%	21.91%	\$ 36,397,744	YES
FNMA		30%	3.84%	\$ 6,386,295	
FHLMC		30%	5.98%	\$ 9,938,550	
FFCB		30%	9.46%	\$ 15,715,736	
U.S. Agencies Secondary	20%		1.21%	\$ 2,006,850	YES
FICO		10%	0.00%	\$ -	YES
FARMER MAC		10%	1.21%	\$ 2,006,850	
Municipal Debt Obligations	20%	5%	2.57%	\$ 4,267,945	
Certificates of Deposits	15%	5%		\$ -	
Bank Time Deposits & Savings Accounts	50%		6.14%	\$ 10,209,303	YES
Local Government Investment Pool	100%		45.38%	\$ 75,392,294	YES
<b>Total</b>			<b>100%</b>	<b>\$ 166,151,083</b>	

Portfolio by Fund Allocation	Par Amount	Total Adjusted Cost	Market Value	YTD Unrealized Gain/Loss	Yield to Maturity
City of SeaTac - Core Investment Funds	\$ 82,798,000	\$ 82,878,346	\$ 80,549,486	\$ (2,328,860)	2.85%
City of SeaTac Liquidity Funds	\$ 85,601,597	\$ 85,601,597	\$ 85,601,597		
<b>TOTAL PORTFOLIO</b>	<b>\$ 168,399,597</b>	<b>\$ 168,479,943</b>	<b>\$ 166,151,083</b>	<b>\$ (2,328,860)</b>	

Cit of SeaTac  
Investment Portfolio Analysis  
As of 3/31/2024

Month	SeaTac Portfolio			Monthly Interest Earned (Accrual Basis)		
	2022	2023	2024	2022	2023	2024
January	62,808,000	83,808,000	82,798,000	44,256	122,256	261,006
February	62,808,000	83,808,000	82,798,000	14,889	21,250	72,000
March	62,808,000	83,808,000	82,798,000	98,500	122,424	201,059
April	64,808,000	83,808,000		39,549	201,628	
May	64,808,000	83,808,000		45,075	209,417	
June	64,808,000	83,808,000		101,750	108,000	
July	74,808,000	81,858,000		43,506	216,756	
August	74,808,000	81,858,000		25,000	21,250	
September	73,808,000	81,858,000		98,500	155,375	
October	69,808,000	81,858,000		95,703	201,628	
November	79,808,000	79,858,000		68,200	214,325	
December	77,808,000	82,798,000		126,750	80,500	
<b>Average</b>	<b>69,474,667</b>	<b>82,744,667</b>	<b>82,798,000</b>	<b>66,807</b>	<b>139,567</b>	<b>178,022</b>

Month	LGIP			Monthly Interest Earned (Accrual Basis)			Year to Date Interest Earned		
	2022	2023	2024	2022	2023	2024	2022	2023	2024
January	48,196,331	56,336,037	74,726,296	3,719	219,694	342,536	47,975	341,950	603,542
February	48,200,336	56,535,226	75,047,683	4,005	199,189	321,387	66,868	562,389	996,929
March	48,209,571	56,763,667	75,392,294	9,235	228,441	344,611	174,603	913,254	1,542,599
April	48,225,611	56,993,553		16,040	229,886		230,192	1,344,768	
May	48,254,460	57,242,831		28,850	249,278		304,116	1,803,463	
June	48,294,564	67,518,903		40,104	276,073		445,970	2,187,536	
July	58,369,443	67,819,255		74,879	300,352		564,354	2,704,644	
August	55,479,251	65,123,761		109,808	304,506		699,163	3,030,400	
September	55,596,045	65,412,023		116,793	288,261		914,456	3,474,036	
October	55,739,287	73,713,067		143,242	304,045		1,153,401	3,979,709	
November	55,911,388	74,042,336		172,101	329,268		1,393,702	4,523,302	
December	61,116,344	74,383,760		204,956	341,424		1,725,408	4,945,226	
<b>Average</b>	<b>52,632,719</b>	<b>64,323,702</b>	<b>75,055,424</b>	<b>76,978</b>	<b>272,535</b>	<b>336,178</b>	<b>643,351</b>	<b>2,484,223</b>	<b>1,047,690</b>

Month	2 Yr T-Note			90 Day T Bill		
	2 Yr T-Note	2 Yr T-Note	2 Yr T-Note	90 Day TBill	90 Day TBill	90 Day TBill
	2022	2023	2024	2022	2023	2024
January	1.18%	4.21%	4.27%	0.24%	4.58%	5.22%
February	1.44%	4.81%	4.64%	0.37%	4.72%	5.25%
March	2.28%	4.06%	4.59%	0.51%	4.68%	5.23%
April	2.70%	4.04%		0.81%	5.03%	
May	2.53%	4.40%		1.13%	5.28%	
June	2.92%	4.87%		1.66%	5.17%	
July	2.89%	4.88%		2.34%	5.28%	
August	3.45%	4.85%		2.87%	5.32%	
September	4.22%	5.03%		3.26%	5.32%	
October	4.51%	5.07%		4.06%	5.33%	
November	4.38%	4.73%		4.27%	5.25%	
December	4.41%	4.23%		4.30%	5.25%	
<b>Average</b>	<b>3.08%</b>	<b>4.60%</b>	<b>4.50%</b>	<b>2.15%</b>	<b>5.10%</b>	<b>5.23%</b>

Month	SeaTac Current Yield			LGIP Interest Rate			2024 Budget		
	City 2022	City 2023	City 2024	LGIP 2022	LGIP 2023	LGIP 2024	Actual	Budget	% of Budget
January	0.78%	2.04%	2.74%	0.09%	4.39%	5.42%	603,542	124,086	486%
February	0.78%	2.04%	2.84%	0.11%	4.61%	5.41%	393,387	124,086	317%
March	0.78%	2.04%	2.85%	0.23%	4.76%	5.41%	545,670	124,086	440%
April	0.96%	2.04%		0.40%	4.93%		-	124,086	0%
May	0.96%	2.18%		0.70%	5.15%		-	124,086	0%
June	0.96%	2.34%		1.01%	5.20%		-	124,086	0%
July	1.28%	2.43%		1.63%	5.23%		-	124,086	0%
August	1.28%	2.47%		2.24%	5.34%		-	124,086	0%
September	1.27%	2.54%		2.56%	5.39%		-	124,086	0%
October	1.32%	2.55%		3.03%	5.40%		-	124,086	0%
November	1.84%	2.57%		3.76%	5.43%		-	124,086	0%
December	1.85%	2.74%		4.13%	5.43%		-	124,086	0%
<b>Average</b>	<b>1.17%</b>	<b>2.33%</b>	<b>2.81%</b>	<b>1.66%</b>	<b>5.11%</b>	<b>5.41%</b>	<b>1,542,599</b>	<b>1,489,032</b>	<b>103.60%</b>



**CITY OF SEATAC  
INVESTMENT POLICY COMPLIANCE REPORT**

Date of Report: 05/02/2024  
 Period Covered: **March 31, 2024**

<b>Policy Section</b>	<b>Policy Requirement</b>	<b>Compliance</b>	<b>Current Portfolio</b>	<b>Frequency</b>
<b>5.1</b> Delegation of Authority	Establish written procedures for operations of the investment program	Compliant	Investment procedures are documented	Updated as needed
<b>6.2</b> Safekeeping	All Securities will be held in Safekeeping	Compliant	US Bank Safekeeping	Monthly
<b>6.3</b> Internal Controls	Documented in Investment Procedures Manual	Compliant	Section 3. Internal Controls in Procedures Manual	Updated as needed
<b>6.4</b> External Review	External review of City Investment Policy and Investment Portfolio for compliance and best practices	Compliant	2022 review completed, next review in 2025	Every 3 Years
<b>7.1</b> Broker/Dealers	<ul style="list-style-type: none"> <li>• Review of Financial Industry Regulatory Authority report on firm and broker</li> <li>• Certification of having read the Policy and receipt of the City's Trading Authorization</li> <li>• or Broker/Dealer list provided by Investment Advisor</li> </ul>	Compliant	Detailed Authorized Broker/Dealer list is on file.	Annual
<b>7.3</b> Bank Institutions	Only PDPC participating banks	Compliant	U.S. Bank	At Inception
<b>7.4</b> Competitive Transactions	3 bids for security purchase or sale	Compliant	Call for bids done in January 2023. Broker security offerings are on file in G:\Finance_Systems\Finance\MonthlyReports_6yrAfterFY\Investments	Monthly
<b>8.0</b> Authorized Investments	Authorized by WA State Statute RCW 39.58, 39.59, 43.250, 43.84.080	Compliant	See Compliance Report	Monthly
<b>9.0</b> Investment Parameters Authorized Investments Credit Ratings	Requires AA- or better from Standard & Poor's and Aa3 by Moody's	Compliant	Detailed in Platinum Report on file in G:\Finance_Systems\Finance\MonthlyReports_6yrAfterFY\Investments	Semi-Annual
<b>9.1</b> Diversification	Maximums			Monthly
US Treasury Obligations	100%	Compliant	3.51%	
US Agency Primary	100%, 30% per issuer	Compliant	41.19%	
US Agency Secondary Issuance	20%, 10% per issuer	Compliant	1.21%	

Local Government Investment Pool	100%	Compliant	45.38%	
Bank Deposits	50%	Compliant	6.14%	
Certificates of Deposits	15%, 5% per issuer	Compliant	0%	
Municipal Bonds	20%, 5% per issuer	Compliant	2.57%	
<b>9.2</b> Investment Maturity	Maximum Weighted Maturity 3 Years Minimum % of Portfolio: Under 30 Days 10% Under 1 Year 25% Under 5 Years 100%	Compliant	2.06 Years	Monthly
<b>9.2</b> Investment Maturity Maximum Maturity	Maximum Maturity of Individual Issue 5 Years	Compliant	4.87 yrs. 02/13/2029	Monthly
<b>10.0</b> Reporting Requirements	Annual, Quarterly & Monthly	Compliant	Monthly reports provided to Administration and Finance Committee	Monthly
<b>10.2</b> Performance Standards	LGIP for earnings rate US Treasury index for total return	Compliant	<u>LGIP</u> 5.41% <u>Investment Core</u> 4.5% <u>Total Portfolio</u> 2.81%	Monthly
<b>10.3</b> Compliance Report	Quarterly comparison to Investment Policy	Compliant	This Report should be provided quarterly to the Administration and Finance Committee	Quarterly
<b>11.0</b> Investment Policy Adoption	Annual Review	Compliant	December 2022. No changes required.	Annual
<b>11.0</b> Investment Policy Adoption	Policy shall be adopted by City Council	Compliant	Last adopted 10-10-2019	Changes Adopted As Needed